



## **STAFF DEVELOPMENT POLICY**

<b>Person(s) responsible for this policy</b>		<b>Head, Head of Prep</b>	
<b>Last review by</b>	<b>C Elliott, H Loach</b>	<b>Review date</b>	<b>September 2024</b>
<b>Date of next review</b>		<b>September 2025</b>	

### **AIM**

To achieve the school's aim by inducting, supporting, training and retaining high calibre staff to work with enthusiasm, commitment, expertise and professionalism, and to support the school's values of kindness, respect, integrity and compassion.

### **OBJECTIVES**

1. To induct newly appointed staff so that they feel informed, supported and confident in their role.
2. To enable all staff to maintain and develop their professional skills and knowledge through in-service training and observation of good practice within and beyond Streatham & Clapham High School.
3. To encourage all staff to further their careers through opportunities offered, within and beyond Streatham & Clapham High School, such as the undertaking of new responsibilities, working party briefs or work shadowing.
4. To develop staff expertise through external research opportunities and projects available with the GDST and other affiliated organisations such as the International Coalition of Girls Schools (ICGS).
5. To enable staff to monitor and evaluate their professional skills, knowledge and development via regular appraisal.

### **ACTIONS**

1. To provide a one-term induction programme for newly appointed staff which gives sufficient guidance, direction and support, without being unduly prescriptive or intrusive, for them to work effectively. This to be monitored and evaluated annually by the Assistant Head of Teaching & Learning and Staff Development or Head of Prep School (as applicable) through informal meetings with Heads of Department, Phase leaders and 'new teaching staff' and the DFO through informal meetings with support staff.
2. To provide on-going professional development by holding at least four staff study days per year within the school and, through departmental planning or Phase/Key Stage meetings across both the Prep and Senior schools, encouraging observation of tasks and bids for individual or departmental training in or outside school. This provision is monitored and evaluated annually by the Assistant Head for Teaching & Learning and Staff Development (Senior), the Head of Prep, and through appraisal continuing conversations, as well as meetings with Heads of Department and the DFO.
3. To advertise formally, and invite internal applicants, for all vacant posts and to ensure in-house responsibilities and working parties are open to all those who wish to be considered for them. This is monitored and evaluated by the Head in SLT meetings.

4. To maintain a regular appraisal cycle in accordance with GDST policy. For teaching and support staff this is currently an on-going cycle of appraisal (GDST Develop), which includes self-assessment and review with the appropriate line manager and continuing conversations. The Assistant Head of Teaching & Learning and Staff Development and the Head of Prep coordinate the review process.