

# KELSO HIGH SCHOOL

## STAFF DEVELOPMENT POLICY

### AIMS

- to identify annually staff development needs for the coming session by a variety of possible means:- questionnaire; reference to the school and departmental development plans; national and regional development plans
- to provide the necessary means to meet staff development needs as far as possible, which arise as a result of staff review
- to ensure that the allocation of the staff development budget coincides with the priorities identified in the above aims
- to review on a regular basis the allocation of the budget
- to provide an annual programme of activities and training – twilight and school-based in-set which meets the needs of staff
- to evaluate regularly the success of different items in the year's programme
- to ensure that individual staff development records are updated

### RATIONALE

The aim of the staff development policy is to improve school effectiveness and the professional knowledge, skills and confidence of teachers. Staff development seeks to identify and provide for the development needs of teachers and consequently assists the school to take forward the development plan. Staff development records will be up-dated regularly. The staff development committee will plan the whole school development programme for each academic year.

In order to assess the effectiveness of staff development, staff will be asked to evaluate In-service courses, guest speakers, whole school development programme, working parties etc. The staff development policy will link with the staff review process (this has yet to be finalised).

The Scottish Borders Council document '*A Policy for Staff Development and Review in Schools*' states :

It is important that the development and review process should be viewed as a professional entitlement. Preparation for review should be based on self-evaluation and review itself should centre on the teacher's current practice and where that might be improved. All teachers need staff development to up-date essential knowledge and skills and to implement curriculum development. All staff development and training should take into account the needs of the school and reflect the resources available. It may include a wide range of professional experiences. Attendance at courses of In-service training while of considerable importance is only one way of getting access to development opportunities.

In order to apply for In-service courses, national and regional courses, staff should complete the form : 'Criteria for Attendance on In-service Training Courses' (Appendix 1). The form should then be submitted to the staff development co-ordinator who will then make a decision about attendance at the course (based on criteria set out on form).

## **ATTENDANCE OF IN-SERVICE COURSES**

If a member of staff has completed the form : 'Criteria for Attendance of In-service Training Courses' and have been given approval to attend the course, then the procedures listed in Appendix 2 should be followed.

## **EVALUATION OF STAFF DEVELOPMENT**

When a member of staff has attended an In-service training course, it is necessary for them to evaluate the course. The evaluation form (Appendix 3) will be useful to the staff development coordinator who can gain insights into whether staff development needs have been satisfied.

One copy of the evaluation form should be sent to the staff development co-ordinator. A second copy of the evaluation form should be submitted to PTs and this will provide an opportunity to provide feedback about in-service to departments.

Staff may also be required to share information and contribute to departmental / whole-school in-service.

## **INDIVIDUAL STAFF DEVELOPMENT RECORDS**

Each member of staff will have a staff development record where details of attendance at In-service courses will be recorded. Staff can request a copy of their own record. The staff development coordinator will be responsible for up-dating these records. If staff are carrying out professional development outwith school, this information can be added to their record. Also, membership of working parties can be added to the records.

## **CCM1 FORMS**

These forms are located in the filing cabinet outside the main office. (CCM1 form - see appendix 4)

## **REVIEW**

This policy will be reviewed in 2003 / 2004 when 'Resources' is part of the Development Plan.

Miss A-T Lawrie will be responsible for the review.

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Date: \_\_\_\_\_ Title Of Course Applied For: \_\_\_\_\_

**CRITERIA FOR ATTENDANCE OF IN-SERVICE TRAINING COURSES**

The Scottish Borders Council document, 'A Policy for Staff Development and Review in Schools', states :

It is important that the development and review process should be viewed as a professional entitlement. Preparation for review should be based on self-evaluation and review itself should centre on the teacher's current practice and where that might be improved. All teachers need staff development to up-date essential knowledge and skills and to implement curriculum development. All staff development and training should take into account the needs of the school and reflect the resources available. It may include a wide range of professional experiences. Attendance at courses of in-service training while of considerable importance is only one way of getting access to development opportunities.

Please indicate how attendance at this course is relevant to your staff development needs by ticking the appropriate box(es) below and giving a brief outline of the aims of the course.

**The purpose of this course is :-**

- To meet needs identified through the process of staff development & review
- To meet needs identified in the school / departmental development plan
- Probationer induction
- Management training
- To up-date knowledge & skills required for effective learning & teaching
- Personal Development relating to professional duties e.g. extra-curricular work

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**Course Aims (brief outline)**

**APPENDIX 2**

**PROCEDURE FOR APPLYING FOR IN-SERVICE COURSE**

If attendance at an In-service course is approved, the following procedure should be followed :

- 1** Complete a CCMI form and attach to this form details of the In-service course.
- 2** Submit the CCMI and details of the course to staff development co-ordinator.
- 3** Please include all costings in the CCMI form – travel, cost of course and cost of supply cover.
- 4** Please submit CCMI form at least 4 weeks before the date of the In-service course.

**NB** Please do not submit CCMI form directly to SBC or the school office but send it to the staff development co-ordinator.

**APPENDIX 3****EVALUATION OF IN-SERVICE COURSE**

NAME :	
DATE :	
DEPARTMENT :	
TITLE OF COURSE :	

Please provide a statement to outline :

- appropriateness of the course
- level to which new skills acquired
- usefulness of course for personal development
- how the course will help with teaching and learning
- how well did the course suit your needs

Please return this form to the staff development co-ordinator.