



Professional Development Policy – DCP 031 (Revised)

Policy Owner: Darren Luckhurst

Policy Date: 9th November 2015

Introduction

The Drapers' Multi-Academy Trust (MAT) is committed to the principle of supporting staff in their professional development. We expect all our staff to have fulfilling careers and to be able to progress as far as their ambition and ability will allow. As well as facilitating attendance at relevant courses, the MAT will try to enable staff to gain relevant experience that will allow them to keep abreast of changes within the professional teaching world, be candidates for promotion, and be able to seek new challenges and opportunities both within the MAT and in the broader educational environment.

Scope

This policy applies to all staff of the Drapers' Multi-Academy Trust.

Each school within the MAT must ensure that the contents of this policy are communicated to all staff. This communication must be evidenced in writing and refreshed on an annual basis.

Each school within the MAT must publish this policy on its website.

Definitions

Child	Anyone under the age of 18.
COO	Chief Operating Officer.
LGB	Local Governing Body, with delegated powers of governance from the board of the MAT.
MAT	Drapers' Multi-Academy Trust.
Parent	Those having parental responsibility for the care of a Child (including Carers).
Pupil	Anyone enrolled at a MAT school (including students in Years 12 and 13).
Staff	Anyone employed by the MAT.
Teaching Staff	Staff whose role is wholly or partly related to the education of pupils.

Policy

1. Each member of staff within the MAT has responsibility for their own professional development.
2. Teaching staff are expected to meet all of the teacher standards.

3. It is the responsibility of the Principal to establish procedures that allow staff within each school to manage their careers and to take advantage of development opportunities that will enhance their careers and their personal development.
4. Each school within the MAT must establish an annual performance review for each member of staff. This must provide a structured opportunity for the staff member to discuss their performance with their line manager. As part of this process, both parties should take the opportunity to identify any professional development needs or opportunities that may be helpful to the member of staff and support the needs of the school development plan.
5. The COO should establish equivalent procedures for staff in Shared Services.
6. Professional development discussions should not be restricted to the annual review process and should form part of the normal conversation between staff and their line managers.
7. All schools must have a programme of Learning Walks performed by senior and experienced teachers. It is their responsibility to form impressions of the quality of learning that they observe and provide feedback to the member of staff. This process is semi-formal in that it will be recorded and used in management information reports. The results will not be used to assess a teacher's overall performance in isolation although they will clearly be taken into account (see Performance Management Policy – DCP 033)
8. Typical development discussions should include suggestions that will:
 - i. Improve the learning and progress of pupils.
 - ii. Improve subject matter knowledge, including public examination requirements.
 - iii. Provide awareness on latest developments in the profession
 - iv. Support an individual for new roles or responsibilities.
 - v. Meet new requirements and benefit the development needs of the school.
 - vi. To consider how an individual's skills may develop across the MAT.
9. Budgetary provision should be made by each school to cover a reasonable amount of externally provided professional development training.
10. Each school must employ the services of a School Improvement Partner, part of whose responsibilities will be to identify professional development needs.
11. Where possible and practicable, the MAT will consider secondments – both within the MAT and to external schools – as part of the professional development programme. This may include opportunities across MAT schools and Key Stages.



12. Where members of staff want to follow courses of study that are relevant to their professional development, the MAT will consider sympathetically any application for funding support, leave of absence for the study and any examinations, in accordance with the Leave of Absence Policy – DCP 011.
13. Senior members of staff may act as School Improvement Partners in other schools outside the MAT, provided such appointments are approved by the Principal and adequate cover can be provided.
14. Staff are not obliged to follow professional development recommendations, but any failure to do so will be taken into account if there is a consistent failure to meet required performance standards. The only exception to this is where a formal coaching or other training programme has been agreed as part of a plan to address underperformance and capability issues (see Performance Management Policy – DCP 033), in which case participation is mandatory.
15. All schools and Shared Services functions must have an induction programme for all new members of staff that enables them to settle into their new role as quickly as possible. It is the responsibility of the Principal and the COO to establish such programmes within their areas of responsibility. Attendance on such induction programmes is mandatory for all new members of staff and internal transferees.

Review

16. The policy owner must keep up to date with relevant legislation and government guidance and update this policy whenever necessary. The board of the MAT must approve the revised version.
17. The policy owner must review the policy at the end of July each year and either submit a revised policy for board approval or confirm in writing to the COO that the current version of this policy is still fit for purpose.
18. The COO must submit a list of all confirmed policies to the board at the first meeting of each new academic year.
19. The MAT board must formally review and re-approve this policy every five years.