

## Professional Development Policy 2021

The Link Academy Trust is a company limited by guarantee and an exempt charity, regulated by the Education & Skills Funding Agency (EFSA). All Members of the Board of Trustees of the exempt charity are also Directors of the company; the term 'Trustee' used in this Policy also means Director. This Policy applies to all academies within the Link Academy Trust.

### 1 Introduction

The two key objectives of induction training and all continuing professional development across the Link Academy Trust are firstly to improve outcomes for all children, by continuously improving teaching and learning, assessment, early intervention and care guidance and support and secondly to 'grow' future leaders for our own and other 21<sup>st</sup> Century schools and organisations. We will achieve these twin aims by developing a whole school team of reflective practitioners who create and sustain a learning community able to respond to an ever-changing context, evolving community needs and roles and educational developments.

### 2 Priorities and Expectations

#### 2.1 Our Priorities

Our priorities within this remit are to:

Ensure equality of access to appropriate and needs-matched Continuous Professional Development activity for all members of the Trust staff.

Develop and empower all staff members, Trustees, Governors and volunteers as leaders within our "learning community"

Marry together school priorities for improvement, national priorities and the personal and professional needs of individual staff members

Provide creative and varied ways of developing staff, reflecting the learning styles and circumstances of individuals, teams and the whole Trust community including, where appropriate:

- *mandatory training,*
- *courses and conferences*
- *in-house training using the expertise available within the Trust*
- *specific and tailored leadership training for members of staff who have the potential to be leaders*
- *school-based work through accessing an external consultant/adviser or relevant expert*
- *visits to other academies to observe or participate in good and successful practice*
- *opportunities to participate in award bearing work*
- *research opportunities*
- *distance learning (Online SENCO course)*
- *practical development opportunities (peer observations, team teaching, shadowing)*
- *job enrichment opportunities (short term projects or internships)*
- *coaching and mentoring*
- *involvement in teams, partnerships and networks*

## 2.2 Expectations

### We expect all staff to:

- Support, guide and encourage each other when engaged in induction and CPD.
- Be prepared to share their learning and resources from CPD, but especially from external courses with other staff at team meetings, so all can benefit and improve practice and outcomes.

### All staff can expect the Executive Improvement Team, Trustees and Governors to:

- Ensure all staff receive the required mandatory training needed to fulfil their roles
- Ensure there is a balance of CPD provision over the course of each year which reflects the needs of the staff team but also our ongoing commitment to developing leaders
- Consider applications from members of staff wishing to seek financial support to attend an extended course such as a MA or MEd
- Consider the impact on children's education and the efficient running of the academies before agreeing staff member's attendance on a course of training
- Provide high quality CPD and team building training on INSET days.
- Show commitment to research and the dissemination of effective processes and practice
- Provide and regularly review a policy on induction and CPD
- Provide an annual performance review for all staff to discuss career and personal aspirations which includes both a pupil outcomes impact and a leadership performance management target and suggests ways of achieving these.
- Regularly discuss with staff the impact of professional development on their practice
- Grant access to experts within the academy or from elsewhere who can offer advice and guidance on professional development
- Ensure easy access by all on staff team to an extensive range of current information about local consultancy, courses, high-quality school practice and other provision from higher education and commercial organisations
- Ensure all can be rewarded for their CPD involvement with acknowledgement, celebration and professional recognition and accreditation as appropriate,
- Ensure that our expertise and leadership is shared beyond the Trust whenever possible to improve outcomes for pupils.
- Effectively communicate to parents about the professional development undertaken by the Trust staff and its impact on outcomes.

## 3 Fees

Should an employee tender their resignation on completion of a course exceeding £500 in cost, the Trust has the right to be reimbursed for the fees paid as follows:

- Leaving within 6 months from completion of the course – 100% of the fees returned;
- Leaving with 6-12 months ... - 75% of the fees to be returned
- Leaving within 12-18 months ... - 50% “ “ “ “
- Leaving within 18-24 months ... - 25% “ “ “ “

This Policy is reviewed by the Finance & General Purposes Committee on a 2-yearly cycle.

**Reviewed F&GP 07 May 2021**

**Approved by the Board of Trustees: 24 May 2021**

## **The Link Academy Trust Continuous Professional Development (CPD) Opportunities**

### **Individual Career Development**

- **Internal Programmes-** Teaching Assistant 6 week programme, 3x Conference days, 3x Administrator Briefings, NQT/ EC supplementary 6 week course, HLTA course, Academy Heads/Middle Leaders Training programmes, Curriculum Lead Groups training- subject based, Journey into Leadership Programme
- **External Training-** NPQH, NPQML, RSC New CEO course, Diocese training- SLA, THRIVE training, NPL, NVQs, including Business & accountancy qualifications, Clerking/ Governor training through Devon LA, Teaching School Alliance training including NE, SLE, School visits, Director Training.

### **Strategic Trust Improvement Priority CPD**

- **Internal Programmes-** TA / HLTA Strategic Improvements Updates termly, Improvement and Inclusion Hub therapy and Intervention training, Curriculum Lead Groups- pedagogy & research sharing to develop consistent outstanding practice, Academy Heads SI meetings
- **External Training-** NQT Babcock training, Phase Briefings, Subject Briefings, Subject Conferences, SI Priority focused annual programme, DAPH Briefings, Teaching School Alliance Programmes, webinars etc. Working with other MATs i.e SW CEO Group E, ACE shared External Moderation

### **Mandatory Training**

- **All Statutory Training – managed by Central Business Team Personnel Lead-** Safeguarding Training Levels 2 &3, Paediatric First Aid, Safer Recruitment, PREVENT, Governor training and individual pupil medical support training etc