

Title	Staff Training and Development
Associated Policies	<ul style="list-style-type: none"> • Support Staff Performance Management (TPO/STA/05) • Teaching Staff Performance Management (TPO/STA/17)

REVIEWED: NOVEMBER 2023

NEXT REVIEW: NOVEMBER 2024

1. Policy Statement

- 1.1 Brooke Weston Trust is committed to providing all staff with opportunities for professional development, both for their career development and to meet the high expectations placed on them to contribute to the transformation of educational performance and personal development of its students.
- 1.2 Training will be provided in response to a range of issues:
- To help all staff progress towards their personal career goals and shorter-term ambitions within their current role
 - To provide staff training and professional development relevant to individuals according to their various professional tasks and roles and at different stages of their careers
 - To Academy priorities and in support of the Academy improvement plan
 - To enable staff, where necessary or possible, to gain additional qualifications which will improve standards and the quality of education in the classroom and their effectiveness in their work
 - To individual department/faculty/team needs
 - To support the implementation of new initiatives either at Academy, Trust or national level. To ensure that all staff are aware of important local or national educational developments and issues
- 1.3 This Policy does not form part of any employee’s contract of employment and is entirely non-contractual. It may be amended, withdrawn, suspended or departed from at the discretion of the Trust.

2. Who does this policy apply to?

- 2.1 This policy applies to all Academy staff.

3. Who is responsible for carrying out this policy?

- 3.1 The implementation of this policy will be monitored by the Senior Leadership Team and the governors of the Academy and will remain under constant review by Brooke Weston Trust.

4. What are the principles behind this policy?

- 4.1 The Academy commits to providing training and development opportunities for staff to ensure that the needs of the student body are fully met.
- 4.2 To develop a sustainable workforce through effective workload and succession planning, recruitment, performance management and recognition and reward to achieve the Trust’s and Academy’s objectives.
- 4.3 The Academy recognises the importance of developing all staff and integrating individual and whole Academy training needs. Equally, individual training and development should provide staff with opportunities for career progression and enhancement.
- 4.4 The Academy is committed to developing staff, nurturing talent and providing professional development opportunities which build capacity for the future and ensure succession planning throughout the Academy and across the Trust.
- 4.5 The Academy will contribute to and participate in a range of professional development initiatives and opportunities offered by the Brooke Weston Teaching School Alliance.

4.6 Brooke Weston Trust will seek to facilitate Trust-wide training and networking events (phase specific) to enable opportunities for sharing best practice amongst staff.

5. Procedures

- 5.1 The Academy will provide an annual training programme which will reflect the needs and priorities of the Academy overall and the needs of individual members of staff, where practicable.
- 5.2 Individual professional development programmes will be provided and informed by the performance management process.
- 5.3 Staff on ITT programmes will participate in Academy training where appropriate and will be supported individually by a mentor who will identify any further individual training needs, in accordance with DfE guidelines.
- 5.4 The Academy will make staff aware of the range of training and development opportunities available to them through e-newsletters, staff bulletins and other methods of communication.
- 5.5 All relevant members of staff will be expected to undertake ‘Mandatory Training’ (that required by law and are therefore compulsory (i.e. equality and diversity training, safeguarding and Prevent training)) and ‘Compliance Training’ (that identified by Trust Policies and can therefore be provided for all staff or as required by role (i.e. Data Protection training etc.)). All mandatory and compliance training will be communicated with Principals and distributed to all staff on an annual basis.

6. Policy Review

6.1 This policy will be monitored and reviewed in consultation with the recognised trade unions as part of the Academy’s annual internal review and reviewed on a three year cycle.

Document Control

Date of last review:	November 2023	Author:	ACA
Date of next review:	November 2024	Version:	4
Approved by:	Strategic Delivery Group	Status:	Ratified

Summary of Changes – V. 4.0

- No change from previous version