

## **STAFF DEVELOPMENT POLICY**

### **PURPOSE:**

To put in place a staff development programme to enhance the educational opportunities of pupils and improve the capabilities of all staff.

1. Every year adopt, on advice of the Principal and senior staff, a staff development programme which specifies clear outcomes and methods for achieving these.
2. Every year allocate funds for the staff development programme.
3. To implement recommendations made as a result of Performance Management in the school. (Appraisal meetings)

### **OBJECTIVES:**

1. **Personnel development needs may be met in the following ways:**
  - through a staff appraisal process;
  - school review involving all staff;
  - personal development for individual staff members;
  - team development to meet specific curriculum needs.
2. **The type of development will vary but will include:**
  - school-based or local in-service courses on curriculum;
  - management courses;
  - school visits;
  - inter-class visits and observation;
  - series of staff/team meetings;
  - further professional education;
  - regular professional reading/discussion;
  - electronic communication.
3. **Implementation:**

The planning of staff development will involve identification of needs, setting goals, timeframe for achieving those goals and budgeting to achieve the goals.

Goals should:

  - be definite, precise and measurable;
  - aim to stretch but be achievable;
  - have a definite timeframe;
  - be few in number;
  - be linked to the appraisal process.
4. **Support Staff Development:**

A number of opportunities for training and development for executive officers, teacher aides, caretaker and cleaner will be given as needs arise. These could include:

  - secretarial courses;
  - computer and technology training;
  - first aid courses;
  - library courses;

- boiler maintenance;
- inter-school liaison.

The Board of Trustees, through the Principal and senior staff, will ensure that all staff have the opportunity to attend such courses, and join the teaching staff in their programmes as appropriate, especially those relating to school development.

**PLEASE NOTE:**

This policy should be read in association with the school's policy on Performance Appraisal as the two are closely linked.