

Headteacher: Ms Angela Wallace BA Hons, PGCE, MA

## TRAINING AND DEVELOPMENT POLICY

Drafted by: HR in consultation with Judicium

Reviewed: February 2022

Next Review: November 2023

### Introduction

The school is committed to lifelong learning and encourages all its employees to improve their skills and qualifications and develop their prospects for onward career progression, with responsibility shared between the school and employees themselves.

The school bases training and development opportunities on the requirements and objectives of the school, and decisions about investment in staff training and development are also based on business need and objectives and CPD requirements.

The school is committed to ensuring that access to, and decisions relating to, training and development should be made fairly and consistently, and equality of opportunity should be provided for all staff in this area. The school will ensure that no employee is prevented from receiving training on grounds of race, colour, nationality, ethnic or national origin, sex, disability, sexual orientation, religion or belief or age.

This policy sets out the training entitlement provided by the school, any compulsory training, and details of any compulsory training that the school does not pay for, as required by employment legislation.

This policy applies only to employees of the school only and therefore, does not apply to agency workers, consultants, contractors, volunteers, interns, or casual workers. Where other categories of staff are required to undertake certain training, such as safeguarding, they will be informed separately.

This policy does not form part of any contract of employment. It is not intended to have any contractual effect. The school reserves the right to amend this policy at any time.

### Induction

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Upon joining the school, you will receive an induction, which will include, where appropriate:

- training in any systems you may be required to use in the course of your employment;
- health and safety training relevant to your role;
- safeguarding and child protection training;
- safer recruitment training, to the extent it is applicable to your role;
- site visits;
- introductory meetings with colleagues and members of the Senior Leadership Team;
- [INSERT OTHERS].

### **Training opportunities during employment**

During your employment:

- you will receive a development plan as part of your appraisal process (where the appraisal process applies to your employment), in which you will have the opportunity to discuss and agree further opportunities for training in appropriate skills;
- the school will also support you should you enrol on an external course approved in advance by the school with a view to gaining a recognised professional qualification which may benefit both you and the school. The school will discuss with you the level of support it will provide;
- your performance will be evaluated annually but if, in the interim, there are any matters which cause you concern about your role, you should discuss them with your line manager/HR/the Headteacher as soon as possible.

### **Compulsory training**

- [Set out details of any training that it is compulsory for employees, or any category of employees, to undertake, e.g., induction training, safeguarding and child protection- training, Prevent, allegations of abuse against staff, equal opportunities, health and safety training.]
- [All OR [INSERT CATEGORY]] employees are required to attend whole school INSET training days which will be paid for by the school in accordance with their contractual requirements;
- [Set out details of arrangements for paying the costs of such training and, in particular, include details of any training that is compulsory that you will not bear the cost of.]

### **How to request and book training**

Decisions on the suitability and applicability of a development or training request will generally be determined through the performance review process, during which individual and development needs are identified within a personal development plan.

You can request training and development at any time but training and development needs will usually be identified within the performance review process, as outlined above. You should address all training requests to your Line Manager.

### **Training costs**

If the school agrees to fund some or all of the costs of your study or training, we may require you to enter into an agreement with us under which you would be liable to repay to us all or a proportion of the funding we provide if your employment with us terminates for any reason within a specified period.

If that is the case, we would not provide the funding until you signed the agreement. Repayment would typically be by way of deduction(s) from your salary and/or any other sums we may owe to you.

### **Roles and responsibilities under this policy**

The school views training and development as the responsibility of all within the organisation and so, you are expected to take responsibility for identifying your own training and development needs, in co-operation with your Line Manager.

If you are booked to attend training, you are expected to attend it, to complete any additional tasks involved and to report back to your Line Manager on the quality and relevance of the training once it is completed. Failure to attend booked training without good reason may be treated as misconduct and addressed under the school's Disciplinary Policy and Procedure, particularly if the training is part of a formal performance improvement plan.

Line Managers have a responsibility to ensure that the skills and knowledge of more experienced staff members are shared with more junior employees to ensure that learning occurs in a planned way.

The school encourages Line Managers to provide coaching and mentoring support for staff who are undergoing training and development.

Line Managers have a responsibility to monitor and evaluate the effectiveness of learning for employees who have undergone and development. Line Managers can contact HR/the Headteacher to give feedback on internal and external training programmes, including their quality and cost effectiveness. Line Managers should ensure that employees implement the skills that they have gained through training.

The Headteacher has overall responsibility for the effective implementation and regular review of this policy.



