

# TRAINING & DEVELOPMENT POLICY



BRITISH STUDY CENTRES  
School of English

<b>Aim</b>	To provide access to further training and development for all teaching and administrative staff.
<b>Monitor</b>	<ul style="list-style-type: none"><li>▪ Annual appraisals</li><li>▪ Classroom observations</li><li>▪ INSET meetings every fortnight</li><li>▪ CPD Records</li><li>▪ Informal chats</li><li>▪ Regular internal meetings</li></ul>
<b>Policy</b>	<ul style="list-style-type: none"><li>▪ To provide specialist areas of responsibility</li><li>▪ To encourage all staff to follow further training</li><li>▪ To discuss personal development with all staff</li><li>▪ To pass on details of outside conferences and teaching organisations</li><li>▪ To provide, monitor and adhere to a staff training budget</li><li>▪ To ensure the training is accessible and relevant</li><li>▪ To promote the sharing of skills within the staff team</li></ul>
<b>Last update</b>	February 2017

## PROCEDURE

1. To carry out appraisals at least once a year.
2. To link appraisals with CPD records to encourage self-development.
3. To encourage staff to pursue professional qualifications, i.e. the DELTA or equivalent, English UK training such as the WOCC and other training & conference events.
4. To provide financial support for the above within budget limitations.
5. To provide flexible timetables and cover where possible so that staff can attend conferences and talks as well as observing different teachers and courses.
6. To maintain membership of professional bodies such as IATEFL, English UK, etc. and to send staff to conferences and talks.
7. To encourage staff to lead workshops and talks in above organisations.
8. To encourage staff to lead INSET sessions which assist professional development within the staff.
9. To encourage peer observation and team teaching.
10. Mentoring according to teacher needs and experience.
11. Exchange ideas and materials with other BSC schools.
12. To use the knowledge and expertise of the teacher training department for the benefit of all the teaching staff.