

Professional Development Policy

Introduction

Kivukoni International School is committed to fostering a culture of continuous learning and professional growth for all staff members. We recognize that professional development is essential to maintaining high standards of teaching and learning, as well as ensuring the effectiveness and well-being of all staff in their respective roles.

We also encourage teachers to support each other to be creative in our approach to teaching, ready to try new things and move with the times.

We encourage constructive criticism and candid feedback between all staff members, whilst being sensitive to individual needs or circumstances.

This policy outlines our approach to supporting and facilitating professional development opportunities.

1. Objectives

- To enhance the knowledge, skills, and competencies of teaching, support, and maintenance staff.
- To capitalise on training opportunities offered by Edexcel and Cambridge to ensure high-quality delivery of the curriculum.
- To allocate a budget each year, as feasible, for both internal and external training opportunities.
- To support staff in obtaining additional qualifications relevant to their roles at the school.
- To improve teaching and learning through structured training, workshops, and collaboration, evolving with changing times and stakeholders needs.
- To ensure all staff members feel valued and empowered in their professional growth.

2. Training Opportunities and Support

Internal Training and INSET Days

- The school schedules a minimum of **six INSET (In-Service Education and Training) days** annually.

- These days include **workshops, meetings, and training sessions** aimed at improving teaching and learning across the school.
- Internal training is designed to address the specific needs of our school community and reflect on best practices in education.
- Sessions are led by senior staff, external facilitators, and educational experts when necessary.

External Training and Partnerships

- We actively **capitalise on Edexcel and Cambridge training opportunities** to ensure teachers are well-equipped to deliver high-quality education.
- Where possible, staff are encouraged to **attend relevant conferences, workshops, and seminars** that contribute to their professional growth.
- Teachers are supported in enrolling in **subject-specific training, pedagogy courses, and leadership development programs**.
- Staff attending external training are expected to share their learning with colleagues to maximise the impact of professional development.

Support for Further Qualifications

- The school, where possible, provides financial and logistical support for staff pursuing **additional qualifications** that enhance their roles.
- Applications for funding must demonstrate clear benefits to the individual's professional development and the school's objectives.
- Where possible, study leave or flexible work arrangements may be granted to accommodate learning commitments.
- Agreements will be signed by school and relevant staff where applications for support are made.

Professional Development for Support and Maintenance Staff

- The school is committed to **developing the skills of all staff members**, including administrative, support, and maintenance teams.
- Training is provided in relevant areas such as **health and safety, IT skills, communication, facility management, and child safeguarding**.
- Opportunities for advancement and upskilling are encouraged to ensure that all staff members feel empowered in their roles.

4. Roles and Responsibilities

- **School Leadership Team:** Identifies training needs and ensures the implementation of Professional development schedules. They are also responsible to monitor the impact of and future needs for professional development.
- **Heads of Departments:** Encourage and support staff participation in training relevant to their subject areas. They also make leadership aware of areas of PD need as relevant and support the process as requested by SLT.

- **Staff Members:** Take an active role in their professional growth by engaging with training opportunities and implementing new learning. They are expected to be current, and actively engaged with evolving trends and practises in the education sector. This may involve reading and feeding back on articles or other media related to education, or sharing examples of best practise during meetings.
- **Peer Reviews:** these are encouraged to nurture a culture of open feedback and support.
- **Administrative and Domestic Team:** Assists with logistical planning and coordination of professional development activities.

5. Monitoring and Evaluation

- The impact of professional development will be evaluated through **feedback surveys, performance reviews, peer reviews and classroom observations** where applicable.
- Staff who attend external training will provide a **brief report or presentation** to share insights with colleagues.
- The school leadership team will review the professional development policy annually to ensure alignment with school priorities and emerging needs.

6. Conclusion

Kivukoni International School is dedicated to fostering an environment of professional growth and continuous learning. By investing in the development of our staff, we ensure a high-quality learning experience for our students and a motivated, skilled workforce that thrives within our school community.

Date: August 2024

Review Date: Annually