



# **Staff Training & Development Policy**

**Reviewed May 2023**  
**Ratified by the Governing Body June 2023**  
**Due for review May 2024**

# Policy Brief & Purpose

One of the most effective ways to improve learning outcomes for children is to ensure all staff have access to high quality professional development opportunities. Continual professional development (CPD) has been shown to increase motivation and confidence leading to a more stimulating and effective working environment. This Policy has been designed with the aim of helping staff expand their knowledge and skills; we want staff to feel confident about improving teaching and learning, as well as finding new ways towards personal development and success.

## Scope

This policy applies to all permanent, full-time or part-time, employees of the school. Employees with temporary/short-term contracts might attend training at the Headteacher's discretion.

This policy doesn't cover supplementary employees such as consultants.

## Policy elements

Employees and managers should all collaborate to build a continuous professional development (CPD) culture. Specific training may well be identified by your manager but additionally it is an employee's responsibility to seek new learning opportunities. It's a manager's responsibility to coach their teams and identify employee development needs and to facilitate any staff development activities and processes.

## What do we mean by training and development?

In general, we approve and encourage the following employee training:

- Formal training sessions
- Bought in-house professional training
- Cascade of formal training to other staff
- Employee Coaching and Mentoring
- Participating in conferences
- In-house training
- Inset
- On-the-job training
- Job shadowing
- Job rotation

As part of our learning and development provisions, we can also arrange for subscriptions for educational material, so employees will have access to news, articles and other material that can enrich their role and improve performance. There are three conditions for this:

- Subscription/Material should be job-related
- The cost is reasonable and within set budgets
- It is at the Headteacher's discretion

This list doesn't include software licences or other tools absolutely necessary for employees' jobs.

## Individual training programs

The school has certain provisions regarding individual training programs. All permanent employees, and temporary/supply employees at the head teacher's discretion, are eligible to participate in external training programs individually or in teams. We will set a training and subscriptions budget at the beginning of a year, which will be renewed annually.

Employees may have to bring proof of attendance.

All training should be considerate to employee needs and reflect how they can learn best. This is why we encourage employees and managers to consider multiple training methods like workshops, e-learning, lectures and more.

## Professional training programs

We might occasionally engage experts to train employees. The school will cover the entire cost in this case. Examples of this kind of training and development are:

- Steps training
- Child Protection training
- Training teams in school-related issues (e.g. new systems or policy changes)

## Other types of training

Both employees and their managers are responsible for continuous learning. Employees should show willingness to improve by asking their managers for direction and advice. Managers should do the same with their own superiors, while encouraging and mentoring their colleagues.

Employees and managers are responsible for finding the best ways to promote and utilise CPD. They can experiment with job rotation, job shadowing and other types of on-the-job training (without disrupting daily operations). We also encourage employees to use their rights for self-paced learning by asking for educational material and access to other resources within allocated budget.

General guidelines:

- *All eligible employees are covered by this policy without discriminating against rank or protected characteristics.*
- *Managers should evaluate the success of training efforts. They should keep records for reference and better improvement opportunities.*
- *All employee development efforts should respect cost and time limitations, as well as individual and school needs.*
- *Employees should try to make the most out of their trainings by studying and finding ways to apply knowledge to their work.*
- *Employees may be required to cascade information to colleagues from training undertaken*

## Procedure

This procedure should be followed when employees want to attend external training sessions or conferences:

1. Employees (or their line manager) identify the need for training.
2. Employees and line manager discuss potential training programs or methods and come up with suggestions.
3. Employees or line manager research the proposal, with attention to budget and training content.
4. Employees or line manager contact the Headteacher and briefly present their proposal. They will be required to complete a form (**Appendix B**).
5. Headteacher approves or rejects the proposal. If they reject it, they should provide employees with reasons in writing.
6. If Headteacher approves, they will task admin to make arrangements for dates, accommodation, reserving places etc.
7. In cases where the company doesn't pay for the training directly, employees will have to pay and send invoices or receipts to admin. Headteacher will approve employee reimbursement according to this information.
8. If an employee decides to drop or cancel the training, they will need to inform the Headteacher, line manager and admin immediately. They may have to shoulder any cancellation or other fees.
9. In cases where training ends with examination, employees are obliged to submit the results. If they do not pass the exam, they can retake it at their own expense.

Generally, the school will cover any training fees including registration and examination (one time). They may also cover transportation, accommodation and personal expenses. This is left to the Headteacher's discretion. If the Headteacher decides to cover these costs, please speak to the school office regarding any bookings that may be required. Any other covered expense that employees have will be reimbursed, after employees bring all relevant receipts and invoices.

If employees require subscriptions, they should contact the Headteacher directly or ask their line managers to do so. Admin will preferably set up the subscription. In some cases, they might give approval to employees so they can do it themselves. Once employees make arrangements, they should inform admin of the cost and any other details in writing. Any relevant invoices should also be sent to admin.

Headteacher and line manager responsibilities also include:

- Assessing training needs
- Maintaining budgets and training schedules
- Assisting with learning and development activities and strategies
- Promoting professional training programs and employee development plans

## **Training and education sponsorship guidance**

### ***Eligibility***

- Permanent employees with 6 months service in a role.
- New employees who require a mandatory qualification for the role.
- People joining in a graduate role, qualifications will vary according to the core business of their department.
- People with assessed or demonstrated ability to meet entry criteria and achieve the agreed qualification.

## ***Applications***

- Development needs will usually be identified as part of the Performance Appraisal process and logged in the employees' personal records.
- Applications for sponsorship on qualifying programmes should be made via the Training and Educational Sponsorship Application Form (**Appendix A**), signed by the applicant, their line manager and Headteacher. Agreement must be gained before the course starts.
- Signing this form commits the employee to stay with the school for two years after the date of official notification of gaining the qualification, or to repay all fees and other directly attributable costs.
- The form also commits line managers and Head teachers to their responsibilities towards the learner.
- Sponsorship will be allocated using policy criteria. In competitive situations, final decisions may be referred to the Senior Leadership Team.

## ***Funding***

Training may be funded for 100% of the total cost in the following circumstances:

- Mandatory training or qualification that are critical to an individual's role
- Training relating to school priority
- Continuing professional development which is compulsory or considered essential by the school

Training may be funded for 50% of the total cost in the following circumstances:

- Non mandatory training that will benefit the individual and have some benefit for the school for example leadership and management development

Training may not be funded in the following circumstances:

- Not identified as needed by the school
- For personal development only.

**Eligible employees will be entitled to paid leave for agreed training to a maximum of 20% of their contracted working week. Additional time off can be agreed at the discretion of the Head teacher but will be unpaid.**

## ***Text Books***

There is no entitlement to funding towards books and materials. Set texts may be available from training and education providers within the fees of their programmes.

## ***Professional Subscriptions***

Where membership of a professional body is mandatory for students to undertake their course, they can claim reimbursement of membership fees. Payment of such fees must be agreed by the Head teacher well in advance of the start of the course. Ongoing membership costs incurred following completion of the course are not covered by the scope of any agreement reached to support with training costs.

## ***Travel Expenses***

Sponsored employees may be eligible for expenses in line with the normal expenses procedure. This should be agreed in advance with the Head teacher.

## ***Re-sit examinations***

In extreme circumstances, such as a bereavement or severe illness, line managers will decide whether or not re-sit examinations can be funded. Typically they would not be covered.

## ***Repayment of fees***

Employees will repay funding in full (including course, exam and professional body registration fees) if:

- they fail to complete the course without reasonable justification, fail to sit an examination within a reasonable period or fail to show satisfactory progress
- they leave the school, for reasons other than ill-health, within the two year tie-in period. The repayment percentage applicable as follows:
  - 75% within 12 months and
  - 50% within 12-24 months
- they are dismissed through disciplinary or capability proceedings during the course or the two year tie-in period.

The school reserves the right to claim repayment from the employees' salary. The maximum amount possible will be taken from the salary. Where there are insufficient funds in the salary, further repayments will be arranged with the Head teacher and the Serco Controls Team (where appropriate).

Where funding is provided by an external body for employees to undertake qualifications, these employees are not required to repay the funding provided by the external body. However, they are bound by other terms and conditions, including repayment of support that the school has paid for, if they leave within the two year tie-in.

If the employees post is made redundant, they will not be required to repay funding. The school will not pay any outstanding costs in order for them to finish their course.

If the employee is granted voluntary redundancy or early retirement a decision will be made on an individual basis regarding repayments.

For employees on maternity, paternity or long term sick leave during the two year tie-in, there will be no extension to this tie-in period.

Should the employee be absent due to disciplinary or grievance procedures against them during the two year tie-in period, this will be extended to ensure the employee works for two full years after they gain the qualification.

## Appendix A

# Application for training and education sponsorship

Both sides of this form must be completed before enrolment onto any course of study and approved by your line manager and Head teacher. A single form may be completed for the duration of the course, where the whole course has been agreed.

<b>Preferred title:</b>		<b>Personnel number:</b>	
<b>First name:</b>		<b>Start date:</b>	
<b>Surname:</b>		<b>Job title:</b>	
<b>Full title of course and qualification to be awarded:</b>			
<b>Total duration of the full course:</b>		<b>Start date:</b>	<b>End date:</b>
<b>Name &amp; location of College / University/ Training provider:</b>			
<b>Method of study:</b>			
Full time	<input type="checkbox"/>	Block	<input type="checkbox"/>
Day release	<input type="checkbox"/>	Part Day release	<input type="checkbox"/>
		Part-time	<input type="checkbox"/>
		Evening	<input type="checkbox"/>
		Correspondence	<input type="checkbox"/>
		Other	<input type="checkbox"/>

<b>Period for which funding will apply:</b>	<b>Start date:</b>		<b>End date:</b>
<b>Cost of study for the period:</b>	<b>Full cost £</b>	<b>Funding from School £</b>	
Tuition Fees			<b>Notes:</b> This form will cover only the sponsorship agreed on this form, therefore additional sponsorship should be recorded on a separate form.  * Professional subscription can only be claimed if you <b>must have</b> it in order to carry out your job.
Examination Fees (if applicable)			
Registration Fees (if applicable)			
Professional Subscription *			
<b>Total:</b>			

Funding Agreed for 50%  or 100%  of costs

**Reason for level of funding agreed in line with school priorities:**

**Agreed Responsibilities of Applicant:**

I have read, understood and agree to the terms and conditions outlined within the staff training and development policy. I understand and agree that the financial assistance given to me, as detailed overleaf, to undertake the course of study referred to, is being provided by Middleton School

I agree that in return for accepting financial assistance I shall remain in the service with Middleton School for at least 2 years from the date upon which I obtain the qualification.

Middleton School has the right to withdraw all financial assistance granted, and reclaim the full amount of financial assistance given to me if:

- I fail to complete the course without reasonable justification, fail to sit an examination within a reasonable period or fail to show satisfactory progress
- I voluntarily leave the school, for reasons other than ill-health, within the two year tie-in period. The repayment percentage applicable as below:
  - 75% within 12 months and
  - 50% within 12-24 months
- I am dismissed through disciplinary or capability proceedings during the course of the two year tie in period

I further agree that any refund which the school has the right to claim, or any repayment of financial assistance may be recovered by deductions from salary owing to me or in accordance with the Debt Recovery Policy.

I agree to keep my line manager informed of my progress throughout the course and ensure that evidence is provided of the date on which I gained the qualification, as soon as it is available.

**Signed** ..... **Date:** .....

**Line Managers' Approval and Agreed Responsibilities:**

I certify that success in the qualification proposed would result in this applicant being better equipped to conduct the duties of his or her post, or of other posts in the department for which he or she would be eligible.

I agree to monitor the applicants' progress throughout the course. If the applicant fails to make good progress; fails to sit an examination; does not complete the course; or has been unsuccessful in gaining the qualification I will discuss with HR and take appropriate action.

Should the employee leave the school whilst in process of the course, or within two years of the date of gaining the qualification, I agree to inform the HR Transaction Team immediately to ensure arrangements can be made for repayment from the final owing salary.

**I agree to ensure the terms and conditions of the policy are adhered to.**

**Name**.....**Signed** ..... **Date:** .....

**Head teacher's Approval and Agreed Responsibilities:**

**Budget code:**

**I agree to sponsor the applicant to undertake this qualification.**

Should the applicant leave within 2 years of gaining the qualification, I agree to request admin to work with SERCO Controls Team to ensure that any repayments owing from the final salary are made in line with the HCC Debt Recovery Policy.

**Name**.....**Signed** ..... **Date:** .....



## Appendix B

# Request for CPD Cover

Staff are required to use this form when they are requesting permission to be absent from school to attend a training course or other CPD activity.

Name of member of staff: \_\_\_\_\_

Date(s) affected: \_\_\_\_\_ Cost: \_\_\_\_\_

Training course title / Reason for request: \_\_\_\_\_  
(Please attach details of course and venue)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Staffing implications: \_\_\_\_\_  
(Please detail sessions requiring cover)

\_\_\_\_\_

\_\_\_\_\_

**Please submit this form in good time to the Headteacher**

Head Teacher's decision

Yes / No

Date checked in diary?
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Signed (*Head Teacher*) \_\_\_\_\_ Date \_\_\_\_\_

**Please notify the school office if the course needs to be booked or is cancelled**

**Should a course be cancelled Lisa Cox needs to be informed that cover will not be needed**

**Thank you**

Circulation: Headteacher  Assistant Head  SBM

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