

CITY OF LONDON SCHOOL FOR GIRLS

SCHOOL STAFF DEVELOPMENT AND INDUCTION POLICY

For approval by the Board of Governors on 15th June 2012.

1. Introduction

- 1.1 The school is fully committed to the continuous professional development of its staff. A member of the senior management team (Head of Senior School) has oversight of the CPD opportunities for individual members of staff and makes INSET recommendations for whole staff and individuals in consultation with the Head.
- 1.2 The school has a member of staff who is designated as the New Staff Induction Co-ordinator. All new members of staff participate in a New Staff Induction programme designed to support them and ensure they settle into CLSG as well as possible for the better fulfilment of their role.
- 1.3 NQTs follow an additional Induction programme following ISCTip procedures, to enable NQTs to achieve full QTS.

2. NQTs

- 2.1 The school recognises its responsibility to the development of the teaching profession and the value of enabling NQTs to achieve full Qualified Teacher Status. The school welcomes the special contribution that young beginning teachers can make. The school has successfully inducted a number of NQTs and enabled them to achieve QTS through the ISI scheme and is committed to continuing to do so.
- 2.2 NQTs are given a reduced timetable (90% FTE), are mentored by the Induction Tutor and their Head of Department, are given time to visit other schools to observe best practice in a variety of environments, and are encouraged to attend relevant INSET courses.

3. Experienced Staff

- 3.1 Experienced teachers joining the CLSG staff attend a programme of induction and follow formal induction procedures, including monitoring of their performance. Summaries of procedures are attached to this document.

4. Whole Staff INSET

- 4.1 A programme of In Service Training on issues of relevance to the whole staff is conducted on an on-going basis. Whole staff INSET takes place on Staff Training Days before full term commences and at 'twilight' evening sessions.

5. Individual INSET

- 5.1 There is a generously funded individual INSET budget. All teachers may apply to the Deputy Head to attend meetings and courses relevant to their professional development. Priority is given to courses which coincide with whole school and departmental developmental objectives.
- 5.2 An additional budget exists for staff to attend courses specifically related to the development of their ICT skills. This is administered by the Director of ICT.
- 5.3 The Bursar administers a budget for the training and professional development of support staff.
- 5.4 Appraisal schemes are in operation for teachers and members of the support staff which, as well as managing performance, help to identify areas for continuing professional development.
- 5.5 All teaching and non-teaching staff may also apply to attend training courses run by the City of London Corporation. These courses cover issues relating to management, public relations, awareness of legal issues, Health and Safety and First Aid, amongst other topics.