

Staff Development Policy

Document Summary

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1. Introduction and Principles

The City College is committed to the continuous professional development of all staff. We believe that staff expertise and performance are key to providing high-quality learning, teaching, and support for our students. This policy is founded on three core principles:

- **Continuous Improvement:** We support staff in developing their knowledge, skills, and expertise to meet the College's strategic goals.
- **Equality and Fairness:** All staff members will have equal access to development opportunities, regardless of age, ethnicity, gender, marital status, disability, sexual orientation, religion, or belief.
- **Shared Responsibility:** Staff development is a partnership between the College, its management, and individual staff members, with a shared commitment to excellence.

2. Identifying Staff Development Needs

Staff development needs are identified through a combination of institutional and individual planning. This ensures that development is a core component of our quality assurance framework and supports both college objectives and personal career progression.

Needs are identified through:

- **Performance Management:** Regular appraisals and performance reviews.
- **Strategic Planning:** Addressing the needs of the College's strategic plan and curriculum development.
- **Individual Initiative:** Staff proactively identifying their own training needs to improve their performance or acquire new skills.
- **Quality Assurance:** Findings from work scrutiny, internal verification, and external examiner reports.

3. Aims and Activities

The policy aims to support a range of activities that improve individual and team performance, while working within the College's resources.

We support a wide variety of development activities, including:

- **Induction:** A formal introduction to the College's values, policies, and procedures.
- **In-house Training:** Internal workshops and training sessions on key priorities, such as academic malpractice, safeguarding, and the use of digital technology in learning.
- **Formal Training & Qualifications:** Sponsoring staff to attend short courses, seminars, and gain formal qualifications (e.g., teaching qualifications) that are relevant to their role.
- **Peer-based Learning:** Mentoring, peer observation, shadowing, and networking to share best practices.
- **Self-directed Learning:** Encouraging staff to undertake self-directed study, including webinars and professional reading.

4. Responsibilities and Priorities

The Managing Director, Director of Student Records, and Academic Board oversee the Staff Development Policy.

The College is responsible for providing and funding staff development opportunities that align with its strategic needs and legal obligations.

Team Leaders/Managers are responsible for assisting their teams in identifying, monitoring, and evaluating development activities.

All Staff Members are responsible for their own professional development. They are expected to maintain a record of their CPD (Continuous Professional Development) activities and to identify and address their own development needs in collaboration with their manager.

Priority will be given to development that is essential for legal compliance, directly supports the college's strategic goals, and provides clear value for money.