

**A Policy for the
Continuing Professional
Development
of Non-Teaching Staff
at St. Edmund's Catholic
Primary School**

Professional Development for Teaching Assistants

The Governors and Senior Management Team of St. Edmund's are committed to the continuing professional development of all staff as they believe that all staff should be encouraged and supported to fulfil their potential through the regular review of their work and the provision of professional development/training opportunities.

This document, which is based on the Performance Management Framework, sets out an annual cycle within which Staff other than teachers will review and agree individual development targets within the context of the School Development Plan (SDP) and their own development needs.

AIMS

The aims of Professional Development for Non-Teaching Staff are:-

- 1) To develop expertise and professionalism and to advance career prospects.
- 2) To develop a shared commitment to high performance.
- 3) To provide appropriate and effective personal training and development to ensure job satisfaction, a high level of expertise and progression of staff in their chosen profession.
- 4) To improve school performance by developing the effectiveness of all Staff, both individually and as teams.

IMPLEMENTATION

Professional Development for Non-Teaching Staff will be implemented on the basis of:

- 1) **FAIRNESS** – We all need to be aware of the potential for unconscious discrimination and to avoid assumptions about individuals based on stereotypes.
- 2) **EQUAL OPPORTUNITIES** – All Staff will have the opportunity to achieve their potential through professional development.

- 3) AN ONGOING CYCLE – involving three stages:**
- a)Planning**
 - b)Monitoring**
 - c)Review**

PLANNING

Individual members of staff will discuss and agree professional development objectives, which ideally relate to objectives set out in the School Development Plan (SDP) as well as their own professional needs, with the team leader.

MONITORING

The member(s) of staff and Team Leader will keep progress under active review throughout the year. They will discuss any supportive action needed and keep development plans up to date.

REVIEW

Non-Teaching Staff will be encouraged to use self-review prior to formal review.

Using an agreed agenda member(s) of staff and Team Leader will formally review achievements and areas for development, identifying any supportive action needed.

PORTFOLIOS

Non-Teaching staff will be encouraged to keep a record of their continuing professional development in the form of a portfolio containing details of courses attended, development undertaken and certificates received.

Review and Evaluation of Policy and Procedures

This policy, and its associated procedures will be reviewed annually and amended in response to suggestions from Non-Teaching Staff and others.

There will also be an annual evaluation of how effective and efficient the initiative has been and feedback from this will be used to improve the system.