Policy	Staff Development Policy
Version:	1
Approval Date:	11.11.2023
Review:	11.11.2024

1. Introduction

Beyond Horizons Academy Limited recognizes the intrinsic and extrinsic value of staff development and is committed to providing continuous learning opportunities for all employees. We understand that facilitating access to further development and training enhances both individual career paths and the collective performance of our academy.

Beyond Horizons Academy Limited will facilitate various internal and external training sessions aimed at enhancing both the pedagogical and administrative skills of our staff. This includes workshops, seminars, and courses that align with our educational philosophy and operational procedures.

The centre will also provide financial support for external courses and certifications that are in line with the staff member's role and future development of the centre.

Staff members are encouraged to pursue further academic development and may engage in external courses, workshops, or events that align with their professional pathway. Beyond Horizons Academy Limited will support such endeavours by providing flexible work hours (where possible), financial assistance, and resources.

The academy will also facilitate an information-sharing platform where upcoming training opportunities, webinars, and workshops are shared for staff to explore and engage in.

2. Other Areas to Outline

Peer Observation/Review of Teaching: Beyond Horizons Academy Limited utilizes a peer observation system where teachers observe each other's classes to foster a collaborative learning environment among the staff. Observations are non-evaluative and are aimed at sharing best practices and providing constructive feedback. Learning walks, as conducted by the management team, will continue to be a practice where instant feedback, positive reinforcement, and areas for improvement are communicated to the teaching staff.

Dissemination of Internal or External Moderation Feedback: Feedback obtained from internal and external moderation will be systematically documented and shared with the relevant staff members in a constructive feedback session. The academy will hold regular staff meetings where general feedback and insights from moderation processes are shared, promoting a culture of continuous improvement.

Appraisal Process: Beyond Horizons Academy Limited operates a comprehensive appraisal process where staff performance is reviewed annually. The appraisal process involves self-evaluation, peer reviews, and managerial reviews, ensuring a holistic view of performance. Recognitions and rewards will be provided for outstanding performance, and support and development plans will be established for areas that require improvement.

3. Process for Accessing Training

Staff members who wish to access training opportunities should submit a formal request (appendix 1: Form TR1) to their respective line managers, detailing the training content, benefits, and costs.

The line manager will review the request in consultation with the Head of centre, considering the alignment of the training with the staff member's role and the academy's development plans.

Upon approval, the staff member may proceed to enrol in the training, and necessary arrangements (financial support, leave, etc.) will be facilitated by the academy.

Appendix 1: Form TR1
Cover / CPD request form

Step 1- If CPD request - Check with Usama Malik that the CPD is appropriate/funding available.

Check with the Academic Manager that there is availability for you to take leave/undertake the CPD, **do not book any CPD / confirm any activity that requires cover without first confirming** this:

- This must be undertaken no later than 10 working days in advance of the date required.

- If there are any other members of staff already out of the Academy the request will be declined in order to ensure an appropriate level of staffing within the Academy.

Step 2   Complete section 1 – Personal Details

Step 3   Complete section 2 - CPD request **or** section 3 - Request for absence

Step 4   Complete section 4 – Cover requirements

Step 5   Submit to the Academic Manager 10 days in advance with any accompanying paperwork i.e. CPD information

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Section 1 – Personal details

Name _____   Type of request   **CPD** or **Absence** (Please circle)

Date of application / request   _____/_____/_____

Date of Usama Malik CPD approval _____/_____/_____

Date of Academic Manager approval / Diary checked for availability _____/_____/_____

Section 2 – CPD Course Details

Course/conference title _____

Day(s) & date(s) of course/conference _____

Start time _____:_____   finish time _____:_____   Expected travel cost   _____

Venue _____   Cost of course   _____

Approved by line manager _____   **CPD approved**   _____

THE COURSE APPLICATION FORM MUST BE ATTACHED OR THIS REQUEST CANNOT BE PROCESSED

Course to be funded by? (please give details)   _____

Can supply costs be claimed? Yes/ No (please give details) _____

Please give details of the relevance of the course to your performance management objectives or school/department development plan

_____

_____

Section 3 – Request for absence — not CPD or Special Leave of Absence

Date of absence _____

Reason for request _____

_____

Start time _____:_____   finish time _____:_____

Approved / Rejected by Academic Manager _____   Date _____

Reason for rejection _____

_____

Approved / Rejected by Head of Centre _____   Date _____

Section 4 – cover requirements

Is cover required?   Yes/No (delete as applicable)

	Registration	Period 1	Break Duty 1	Period 2	Break Duty 2	Period 3	Lunch Duty 1	Period 4	Lunch Duty 2	Period 5	After school duty / club
Date Day											
Date Day											
Date Day											

SECTIONS ONE TO FOUR MUST BE COMPLETED IN FULL PRIOR TO THE FINANCE DEPARTMENT RAISING AN ORDER.

COURSES MUST NOT BE BOOKED BY THE COURSE APPLICANT.

THE FINANCE DEPARTMENT WILL BOOK THE COURSE.

For office use only

Authorised/Declined (initials) _____ date ____/____/____   entered on system by _____ date ___/___/___

Finance Department:

Order number _____

Date ____/____/____   Signed _____