

PROFESSIONAL DEVELOPMENT POLICY

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Next Review Due: August 2019

1 Introduction

Bradford Diocesan Academies Trust, BDAT, is committed to the professional development of its staff. Through professional development, BDAT seeks to maintain and increase the effectiveness of its staff in achieving its strategic objectives. Staff will be supported in their current jobs and also be helped to prepare for anticipated changing roles and responsibilities, as the trust develops and evolves.

This model policy has been provided as a Trust level resource for BDAT and does not form part of an employee's terms and conditions of employment.

2 Identifying professional development needs

- 2.1 The annual performance review provides a structured opportunity for each member of staff to discuss their performance with their line manager. Professional development needs may be identified in discussing the effectiveness of the individual's performance in meeting their personal objectives over the next 12 months.
- 2.2 Professional development activities may be identified in order to enable an individual to:
 - Enhance their performance in the coming year
 - Achieve revised objectives
 - Undertake a new or broader role or responsibility

3 Identifying needs

- 3.1 Professional development activities identified as a consequence of the annual performance review should be reported to the CEO.
- 3.2 In drawing up the Trust's Strategic Plan, there may be a professional development requirement flowing from a particular strategic objective, which impacts a number of staff. This must be communicated to those staff.
- 3.3 In such cases, it may be possible to tailor the staff development activity to the needs of a number of staff in order that the provision may be delivered more efficiently.

4 Staff Induction

- 4.1 All members of staff new to the Trust will take part in an induction programme during their first week. The member of staff's line manager should agree an appropriate programme prior to the member of staff starting work at the Trust and ensure that there is agreed time slots with key academy personnel, which the new member of staff may communicate with. This programme is likely to have a number of standard elements, which will be applicable to all appointments. However, specific elements may be identified in the selection and recruitment process.

5 Ad hoc development needs

- 5.1 It should be anticipated that it will not be possible to predict all of the professional development needs of staff for a full twelve months in advance and so some resources should be retained to meet ad hoc needs as they arise throughout the financial year.

6 Drawing up the professional development programme

- 6.1 The CEO along with Trust personnel should draw up a proposed annual professional development programme for consideration as part of the annual budget process. This will take account of professional development needs identified from:

- The annual performance reviews
- The draft strategic and departmental objectives
- An estimate of the level of staff recruitment in the year ahead

- 6.2 In drafting an annual professional development programme, the CEO whose responsibility it is, should work within the constraints of the Trust's budget process and also ensure that some provision is made to meet ad hoc needs as they arise throughout the planning period.

7 Professional development activities

- 7.1 Where external resources are required to deliver training, it may be possible to increase efficiency through arranging for staff to be grouped together for such activities which may even be delivered on site.
- 7.2 Much professional development can be expected to be conducted by individual members of staff researching their own needs and addressing them through private study.
- 7.3 Staff are encouraged to engage in continuous professional development through their own professional bodies. .
- 7.4 Line managers should consider the opportunities for increasing the breadth of knowledge and experience of staff through the planned rotation of roles and responsibilities.
- 7.5 No member of staff will be required to reimburse training costs if they have been required by the employer to attend the training. Where a member of staff requests the development opportunity which will be subject to application.

8 Monitoring, Evaluation and Review

The Bradford Diocesan Academies Trust will review this policy annually.