

Greenbank Pre School

Staff Development and Review Policy



Greenbank Pre School

Edinburgh Greenbank Parish Church of Scotland
Braidburn Terrace
Edinburgh EH10 6ES

SPPA Registration No: 0923
Charity No SCO11325

Staff Development and Review Policy

Greenbank Pre School (the group) recognises that its success depends to a significant extent upon the contribution made by its employees. It acknowledges that training and development of staff assists the group achieve high standards and provide quality care and education for the children who attend. It appreciates that staff who are offered training and development opportunities are likely to express a high commitment to the group and enjoy increased job satisfaction.

The group values the contribution made by staff and will, **within the limits of the constraints and resources available**, provide training and development opportunities for all staff.

Group Aims and Objectives

The group recognises the importance of staff being involved in setting the group aims and objectives and will, wherever possible:

- seek and take into account, staff views on setting appropriate standards of performance for the group
- ensure staff are involved in identifying group priorities and setting objectives and targets
- ensure staff are made aware of the constraints on the group and the resources available to it.

Management Practice

Staff are more effective if they are aware of the group's aims and objectives and the general framework in which they are required to work on a daily or regular basis. The group will ensure that:

- all staff undergo a suitable induction process
- all staff receive regular supervision
- all staff are part of an ongoing appraisal process
- appraisal and supervision identify individual training and development needs
- ongoing professional development is encouraged and supported whenever possible.

Staff Appraisal

All staff are entitled to ongoing appraisal as part of their support from their line manager. The appraisal process should be promoted as a natural and continuous aspect of the working life of each member of staff, be developed within an open atmosphere of consultation and collaboration and be founded on mutual trust and respect. To this end the staff appraisal process will include a self-evaluation (appendix 1&2) by each member of staff whereby employees will assess their work and judge their own achievements, strengths and development needs. The self-evaluation will be discussed at an annual review meeting with the Headteacher. This appraisal process will be once per month for new staff in the first year of their employment. It must be stressed that the annual review is the formalised culmination of ongoing, less formal appraisal processes that take place continuously

throughout the year. In the case of all staff except the teacher in charge this will be through their daily and weekly discussions with their line manager as part of their daily job. Appraisal of the Headteacher will be carried out in a similar way to that described above with the appraisal process being conducted by the Chair of the group.

Staff Training

Staff training and development needs will emerge through the regular supervision and appraisal processes described above and will relate to the achievement of group aims and the enhancement of the professional competence and status of the employee. To fulfil these needs the group will:

- estimate a realistic cost for staff training and development, taking into account indirect costs such as staff cover, travel expenses and childcare costs as well direct costs
- specify and allocate a proportion of its annual budget to staff training and development which takes account of the constraints and resources available to the group
- take account of individual learning preferences and circumstances, and accommodate these where appropriate when fulfilling training needs
- give employees appropriate support to fulfil their training and development needs
- acknowledge training and development achievements and keep a record in the individual's personnel file.
- attempt to meet the recommendations of the relevant professional bodies that the Headteacher should engage in 35 hours of training and development per annum and that the Early Years Practitioners should engage in a total of at least 60 hours within each five year period.

Evaluation

The group recognises the importance of reviewing staff training and development to ensure that it is relevant and effective in terms of helping the group achieve its aims, making effective use of resources and assisting staff to develop their potential as early years workers. The group will:

- monitor and evaluate all staff training and development
- use the results of evaluation to inform future training and development plans for staff
- keep abreast of trends and developments in training for early years workers and will assess the impact on, and implications for, staff
- consult with staff about the changes to training policy and procedures.

Greenbank Pre School gratefully acknowledges the assistance of the Scottish Pre School Play Association in the development of this Policy

All staff and committee members will have a working knowledge of this policy.

Date of review

Name