# Staff Development Policy

St Vincent's School, A Specialist School for Sensory Impairment and Other Needs

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| **Last reviewed on:** | October 2026 |
| **Next review due by:** | October 2027 |

**Purpose**

To enhance pupil learning and progress by enabling all staff to play the fullest possible part in the development of the school. Staff are entitled to participate in training programmes which are of a high quality, relevance and are cost effective. Appropriate training enables the school to become a multi-functional and multi-disciplinary establishment, meeting the needs of visually impaired pupils, who may also have other associated needs.

**Identification of need**

Staff development needs will be assessed through:

- analysis of the School Improvement Plan (SIP)
- consideration of individual needs identified through the performance management process
- identification of the initial needs of newly appointed staff to the school, through the staff handbook and the induction process.

This assessment will form the basis of an annual training plan.

**Approaches**

Staff development will be met by:

- developing the practice of collaborative working across all school provision
- developing a programme of school-based INSET which makes use of in-house expertise
- developing a bank of school based INSET resources and other materials for staff
- making selective use of appropriate external courses
- arranging for staff placements with mainstream schools, sensory support services or other relevant establishments – where appropriate.

**Budget considerations**

The cost of staff development (from both a financial and timetabling impact) will be carefully monitored and controlled by:

- allowing only one member of staff per day to take part in external INSET when possible
- using external providers when no appropriate internal expertise is available
- analysing patterns of expenditure to monitor the balance between internal/external training
- assessing the impact of staff absence (when on training course) on pupil learning
- remaining within allocated budget.

**Organisation**

- Line Managers will bring CPD requests/courses to the Headteacher.
- The Headteacher – responsible for Continual Professional Development (CPD), will discuss with senior leaders the identification of training needs and the planning of school-based training activities.

- The Headteacher will inform staff of internal and external training.
- The Headteacher will report to the Governing Body outlining progress towards the achievement of the training programme and identifying any further training needs.
- For the purpose of CPD all staff will be responsible for auditing and tracking their learning needs through the performance management process, keeping a record of their training and providing the office with a copy of certificates/evidence of training to be kept in staff records.
- The Headteacher /Office Manager will ensure all staff training is recorded on the CPD database.
- The effectiveness of the staff development policy is the responsibility of the SLT.