A FUTURE UNIVERSITY BY SCHOOL OF CODING

Staff Development Policy

Policy Owner: **Mandeep Athwal**

Full Name	Position	Signature	Date	Review Cycle
Mandeep Athwal	CEO		01.09.2024	Annual

Introduction

Staff development is the process of investing in the growth and improvement of employees within an organisation. The purpose of staff development is to enhance the skills, knowledge, and abilities of employees to perform their jobs more effectively and efficiently. By providing opportunities for professional and personal growth, staff development helps employees reach their full potential, increase job satisfaction, and contribute positively to the overall success of the organisation.

Some specific goals and purposes of staff development include:

1. Enhancing job performance: Staff development helps employees acquire new skills and knowledge that can help them perform their job duties more effectively. This can lead to increased productivity, higher-quality work, and improved outcomes for the organisation.

2. Increasing employee motivation and engagement: Investing in staff development shows employees that the organisation values their growth and development. This can lead to higher levels of motivation, job satisfaction, and engagement among employees.

3. Retaining talent: Offering opportunities for growth and advancement can help retain top talent within the organisation. Employees are more likely to stay with an institution that invests in their development and provides opportunities for career growth.

4. Adapting to change: In today's fast-paced and constantly evolving business environment, staff development is essential for helping employees adapt to new technologies, processes, and market trends. By continuously learning and growing, employees can stay relevant and competitive in their roles.

Overall, the purpose of staff development is to create a culture of continuous learning and improvement within an organisation, leading to a more skilled, motivated, and engaged workforce.

This policy applies to all staff irrespective of staff group, grade and seniority level, working pattern or contractual status. Implementation of this policy will pay due regard to the college's commitment to equality of opportunity as set out in the relevant equality policies.

Staff Development Policy:

Staff development includes any measure which contributes to the enhancement of knowledge, skills, competencies and working practices and which contributes to the development of individuals to help achieve the college's objectives.

This can include, amongst other activities, mentoring, individual learning, job-shadowing, exchanges including cross-institutional exchange and conferences, in addition to research and course-based learning.

Priority will be given to staff development activities which support the college's corporate objectives and targets. This will include helping employees to improve existing knowledge and skills or acquire new knowledge and skills which are required for the performance of their duties

Responsibilities

Staff development is the responsibility of all staff at SOC College.

1. Senior Management

Senior Management have responsibility for:

- Promoting a climate in which staff development is recognised as an imperative to meet the future plans of the college
- Identifying College-wide development needs which are linked to the corporate objectives and developing an annual Staff Development Plan which is linked to the outcomes of the annual appraisal process;
- Approval of staff development requests;
- Monitoring and control of the Staff Development budget.

2. Human Resources

Human Resources staff have responsibility for:

- Retaining Staff Development Request forms;
- Making staff aware of internal and any relevant external staff development opportunities;
- Providing advice and guidance on the application of the policy;
- Generating statistical reports relating to staff development activity;
- Ensuring individual staff development records are kept up to date.

3 Line Managers

Line managers have responsibility for:
- Taking an active part in helping staff identify their development needs though the appraisal process;
- Making staff aware of appropriate development opportunities;
- Assessing staff development applications made by members of their team and whether they can be supported on the basis that they are aligned to the College corporate objectives or are mandatory;
- Ensuring staff attend any mandatory training activities;
- Assessing the effectiveness and performance enhancement resulting from staff development activities undertaken by team members;
- Following the staff development event: facilitating the dissemination of the new learning in the workplace, as appropriate, either through the individual or in the context of a team learning event;
- Ensuring equality of opportunity for team members in access to staff development opportunities;
- Ensuring the necessary procedures are followed.

4 Individuals
 Individuals have responsibility for:
- Identifying their development needs in consultation with their manager/appraiser as part of the appraisal process;
- Engaging in a process of continual learning as appropriate to the requirements of their role;
- Proactively seeking out appropriate activities and opportunities to meet needs identified;
- Applying new knowledge and skills learned through development activities to own role and area;
- Sharing with colleagues/team and disseminating his/her knowledge gained through participating in development activities.

1. SOC College is committed to providing opportunities for staff development and continuous professional growth for all teaching staff members.

2. Teaching staff are encouraged to participate in workshops, seminars, conferences, and other training programs to enhance their teaching skills, subject knowledge, and educational technology proficiency.

3. The college will allocate resources and funding for staff development initiatives, including reimbursement for approved professional development activities.

4. Teaching staff are expected to develop and maintain a professional development plan in consultation with their supervisors, outlining their goals, objectives, and desired outcomes.

5. The college will support staff development plans through regular performance reviews, feedback sessions, and opportunities for reflection and growth.

Performance Monitoring for Teaching Staff:

1. Teaching staff performance will be monitored through a combination of quantitative and qualitative measures, including but not limited to:

- Student evaluations

- Peer evaluations

- Classroom observations

- Assessment of student learning outcomes

- Contribution to curriculum development and improvement

- Professional development activities and accomplishments

2. Performance reviews will be conducted on an annual basis and will include a formal evaluation of teaching staff members' performance, strengths, areas for improvement, and professional development goals.

3. Teaching staff will be provided with feedback and support to help them achieve their professional goals, enhance their teaching effectiveness, and contribute to the overall success of the college.

4. Teaching staff performance reviews will be used to inform decisions related to promotion, tenure, salary adjustments, and professional development opportunities.

5. The college will adhere to a fair and transparent process for evaluating teaching staff performance, ensuring confidentiality, objectivity, and constructive feedback.

SOC College values the professional growth and development of its teaching staff and is committed to creating a supportive and inclusive environment that fosters continuous improvement and excellence in teaching. This policy will be reviewed and updated as needed to reflect the evolving needs and priorities of the college and its teaching staff.