



<b>Name of Policy</b>	<b>Associate Staff Development</b>
<b>Policy Number</b>	<b>H14</b>
<b>The Three Rivers or name of school</b>	
<b>Named Person(s)</b>	<b>Mark Tait</b>
<b>Review Committee</b>	<b>Full Board</b>
<b>Last review date</b>	Autumn 2021
<b>Next review date</b>	Autumn 2024

## **1. INTRODUCTION**

The Three Rivers Learning Trust Ltd. is committed to Continuing Professional Development for all staff, which raises standards among its staff and maintains high staff morale.

## **2. PURPOSE**

This policy sets out the framework for how an individual's development will be managed and how all associate staff will agree and review their development priorities and objectives within the context of the School Improvement Plan and their own developmental needs and development planning.

## **3. APPLICATION OF THE POLICY**

The policy applies to all Associate staff except those who are the subject of capability procedures.

## **4. DEVELOPMENT**

### **4.1 The Development Cycle**

Associate staff development plans will be reviewed on an annual basis. The associate staff development cycle will run from 1<sup>st</sup> September to 31<sup>st</sup> August. Where a member of associate staff starts their employment part-way through a cycle, their Line Manager shall determine the length of the first cycle, with a view to bringing their cycle into line with the cycle for other associate staff as soon as possible.

During the course of the development cycle there will be one interim review in March.

### **4.2 The Development Process**

All associate staff will be allocated a Line Manager and an initial meeting will be scheduled for August or September. In advance of the meeting, associate staff should complete the [prompt sheet](#). Progress should be described against the measures agreed when the prior year's development actions were agreed. Any new development objectives for the following year should also be described. The form should be presented to the Line Manager one week prior to the meeting.

### **4.3 Reviewing Progress**

During the course of the development cycle there will be an interim review at a specified time. The outcome of the review will be recorded using the Associate staff [Development Plan](#). The Line Manager will consider the progress of the member of staff against the measures agreed. At this stage discussions will take place whereby the Line Manager and member of staff will agree the progress made.

At the end of the development cycle, assessment of progress against an objective will be on the basis of the measures set at the beginning of the cycle or reviewed during the cycle.

#### **4.4 Objective Setting**

The objectives set will be specific, measurable, achievable, realistic, time bound and equitable in relation to associate staff with similar roles/responsibilities and experience. They will have regard to what can reasonably be expected of any member of the associate staff to achieve their objectives.

All progress objectives should be consistent with the academy's development needs, as identified in Improvement Plans. The Line Manager and member of staff will seek to agree the objectives but where a joint agreement cannot be made the Line Manager will make the final decision.

Associate staff will not necessarily all have the same number of objectives and this will normally not exceed a maximum of three. Objectives for the year will be recorded on the development form, together with the success measures and any training required.

#### **4.5 Quality assurance**

The HR Manager will moderate all the associate staff planning statements to check that the plans recorded in the statements

- are consistent between those who have similar experience and similar levels of responsibility
- comply with the Associate staff Development Policy and the requirements of equality legislation

This policy will be reviewed annually.

#### **4.6 Appeals**

At specified points in the development process associate staff have a right of appeal against any of the entries in their planning and review statements. Where a member of staff wishes to appeal on the basis of more than one entry this would constitute one appeal hearing. Details of the appeals process are covered in the Academy's pay policy.

### **5. CONFIDENTIALITY**

The whole associate staff development process, and the statements generated under it, will be treated with strict confidentiality at all times.

### **6. CONSISTENCY OF TREATMENT AND FAIRNESS**

The Board of Trustees are committed to ensuring consistency of treatment and fairness in the operation of this policy.

## **7. TRAINING AND SUPPORT**

The Academy's Continuing Professional Development programme will be informed by the School Improvement Plans aligned with the training and development needs identified in the planning and review statements.

The Board of Trustees will ensure in the budget planning that, as far as possible, appropriate resources are made available in the budget for any training and support agreed for members of staff.

## **8. RETENTION OF STATEMENTS**

Development planning and review statements will be retained for a minimum period of 6 years.

## **9. MONITORING AND EVALUATION**

The Board of Trustees will monitor the operation and outcomes of professional development arrangements and are committed to ensuring that the development process is fair and non-discriminatory.

The HR Manager will evaluate the outcomes of the development process annually and ensure that any training or resources provided have been beneficial and achieved the required results.