



WEST BUCKLAND  
PRIMARY SCHOOL  
AND NURSERY

# **West Buckland Primary School and Nursery**

## **Staff Development & Training Policy**

At West Buckland Primary School and Nursery we value our staff highly. We believe that personal and professional development is essential for maintaining the delivery of high-quality care and learning for children in their early years. It underpins all aspects of positive interactions and activities planned for children.

In the interests of the Nursery, the School, the children, their families and the individual staff, we give every staff member the opportunity to develop their skills to their maximum and to broaden their knowledge and skills in caring for children. A comprehensive and targeted programme of professional development ensures practitioners are constantly improving their understanding and practice. High-quality professional observations and meetings are provided, based on individual performance related targets, to create a whole school termly plan of training and meetings.

As a basis, we ensure upon recruitment, that all staff hold the relevant qualifications for their role. We strongly promote continuous professional development and all staff have individual training records to enhance their skills and expertise, which are based on discussions at professional development meetings and appraisal meetings. We have a training budget which is set annually and reviewed to ensure that the whole staff gain external support and training where needed.

To facilitate the development of staff we:

- Coach, mentor, lead and offer encouragement and support to achieve a high level of morale and motivation.
- Promote teamwork through ongoing communication, involvement and a no blame culture.
- Provide opportunities for delegation based on skills and expertise to offer recognition and empower staff.
- Encourage staff to contribute ideas for change within the setting and hold regular staff meetings and team meetings to develop these ideas.
- Regular meetings are held to discuss strategy, policy and activity planning.
- Encourage staff to further their experience and knowledge by attending relevant external training courses.
- Encourage staff to pass on their knowledge to those who are less experienced and share knowledge from external training with small groups of staff within the setting.
- Provide regular in-house training relevant to the needs of the setting / cohort.
- Carry out regular observations, supervisions and work scrutinies with all staff.
- Provide regular opportunities for staff to discuss any issues particularly concerning children's development or well-being including child protection concerns, identify solutions to address issues as they arise and receive coaching to improve their personal effectiveness.
- Staff appraisals are carried out annually where objectives and action plans for staff are set out, while also identifying training needs according to their individual needs.
- Develop a training plan that sets out the aims and intended outcomes of any training, addressing both the qualification and continuous professional development needs of the whole school and individual staff.
- Carry out training need analyses for all individual staff at the start and mid-point of each academic year.
- Promote a positive learning culture within the School.
- Offer annual team building training through Inset days / events.
- Carry out full evaluations of all training events and use these to evaluate the training against the aims set to enable the development of future training programmes to improve effectiveness and staff learning.
- Provide inductions and guidance to welcome all new staff.
- Offer ongoing support and guidance to all, including wellbeing.
- Offer varied information sources including membership of local and national organisations, resources, publications and literature to all staff.