



MANCHESTER LEARNING ACADEMY

STAFF DEVELOPMENT POLICY

REVIEW DATES:-

15/01/2014

15/01/2015

Manchester Learning Academy

Staff Development Policy

Purpose

At the Manchester Learning Academy all staff plays a vital role in achieving the College mission. It is important that skills and knowledge are regularly updated to enable them to continue to perform at the highest level. To this end the College is committed to the planned development of its staff.

Manchester Learning Academy mission statement indicates commitment to:

- Offering access to higher education to all who can benefit from it
- Providing quality teaching
- Enabling the personal and professional development of all staff

Responsibility for Staff Development

The development of staff is a joint responsibility shared by the College, individual members of staff and their Heads of Department and the Director.

The responsibility of the College

The management discharges its role by undertaking systematic reviews of the development needs of academic, administrative, and all other support staff, both as individuals and as members of groups. This is to ensure that members of college staff are provided with the skills and knowledge necessary to perform tasks to the best of their ability.

The responsibility of individual members of staff

Staff development activity depends on the active and purposeful participation of the individuals involved. In recognition of the benefits of staff development to the individual as well as to the College, members of staff are encouraged to:

- Seek opportunities to upgrade their skills and knowledge
- Notify the director where specific needs are not being met.
- Upgrade their formal qualifications through further studies to prepare for further responsibilities.

The responsibility of Heads of Departments and Director

These members of staff undertake staff development by continual staff review and development, including guidance in relation to promotion. This is achieved by analysing the staff development needs of their departments, developing and implementing Plans to address those needs. Further by ensuring that members of staff are given the necessary opportunities to undertake appropriate training and development. This may include:

- Participation in the annual staff development programme.
- Participation in training and development activities offered outside the College.
- On-the job training
- Conference/Seminar attendance

Role of the Staff Development Function

The staff development function is to provide the college with a professional training and development function, thereby ensuring that the college staff develop their full potential and thus enable them to achieve their personal, departmental and College goals.

The main tasks are to:

- Co-ordinate and deliver professional, personal and career development services for all staff.
- Promote effective practices in teaching and learning
- Uphold the College's commitments to equity principles and policies
- Provide policy advice on educational matters and organisational development

How the Staff Development Function seeks to fulfil these tasks

Conducting an annual programme of induction, staff development courses and activities which will be continuously monitored and updated to achieve balance between:

- The need of the college to ensure it has competent and skilled staff and the needs of all individuals to maximise their potential and develop a satisfying career.
- The need to assist staff to perform their present duties more effectively with the need to prepare them for changing duties and more senior responsibilities, and to respond to changes in the environment.
- Assisting departments with strategic planning, evaluation of teaching, courses and degree programmes and curriculum and teaching developments.
- Providing advice to individuals and departments
- Maintaining effective liaison with external bodies
- Lesson observation to track student progress and the raising of academic standards
- Work shadowing, this enables staff to shadow senior colleagues and is seen as invaluable in broadening the staff experience of aspiring Lecturers/Tutors.

Staff Development for staff appointed without formal job related qualification

These members of staff will be encouraged to enrol on an appropriate award programme within two years of their employment with The Roses College.

Staff Development for individuals encountering difficulties in their role

Occasionally individual members of staff encounter difficulties because they do not have the skills or knowledge needed to successfully undertake the role for which they were employed or to adapt to necessary changes in their role. In such circumstances the College will ensure that appropriate staff development is provided.

Equal Opportunities

Staff Development is provided within the context of College policy for equal opportunities. This is reflected in the procedures for accessing the various forms and provisions but must also be reflected in the information provided to all staff about their role and the way in which the College wishes them to carry it out. The college will offer suitable equal opportunities training on an on-going basis.