

Staff Training & Development Policy

This policy document applies to the Whole School.

Scope

This document describes Bradford Grammar School's approach to training including Initial Teacher Training, and professional development of staff. It is in eight sections:

1. General Principles.
2. Initial Teacher Training.
3. In-house training & development.
4. Sharing good teaching practice.
5. Courses run by external providers.
6. Procedure to be followed to access a training course.
7. Degrees and other professional qualifications.
8. Right to request time off.

1. General Principles.

1.1 Staff Training & Development.

- 1.1.1 Bradford Grammar School (the "School") recognises and values its staff resources and endeavours to develop employees, from both a personal and from an organisational viewpoint, in order that they may play a full role in the achievement of the School's objectives. In the case of teaching staff, for example, this is reflected through various staff development and training opportunities and support given for external professional activity.
- 1.1.2 The School acknowledges that employees may wish to further develop their skills and eligible (see below) employees have a right to request time off for Study Leave / Training. We recognise that from time to time there may be particular circumstances when it would benefit both the individual and the School to grant a period of study leave in order to facilitate undertaking certain qualifications or accredited training programmes with a view to becoming more productive/effective at work, or to develop a specific skill in order to improve productivity/performance.
- 1.1.3 In making requests for training, and in considering the timing of such proposed leave, it is expected that employees will be especially mindful of the needs of pupils and the smooth running of the School. Teaching staff are also encouraged to make effective use of non-teaching periods during the year to refresh and develop.
- 1.1.4 The School will make every effort to accommodate requests for time off for training, depending upon operational needs and provided that your duties can still be effectively carried out, but is under no obligation to pay for the training or to pay you whilst you take the time off for training. Where requests for study leave include requests for continued pay are refused (either fully or partially) such requests will be considered by the Chair of HR Committee on behalf of the Governors following the recommendation of the Headmaster or Bursar (as appropriate)
- 1.1.5 No-one who requests time off under this policy will be subjected to any detriment or lose any career opportunities as a result.
- 1.1.6 Wherever School-sanctioned training takes place, staff represent the School and must conduct themselves according to the School's expectations. The content of guidance documents (e.g. Disciplinary Guidance) stored in the Human Resources folder (see Shared Area) applies as it would on the BGS site on a normal School day.

2. Initial Teacher Training

2.1 Information about Initial Teacher Training

BGS takes an active part in Initial Teacher Training (ITT) both to support the future of the teaching profession and because the School benefits: CPD for mentors, keeping abreast of new ideas in teaching, links to high quality applicants who might fill teaching posts at BGS in future.

2.1.1 General Information about ITT

BGS is a partner school with the White Rose Alliance, Leeds Trinity and Leeds Beckett. These HEIs offer School Direct teacher training which supplements the training at the HEI.

2.2 Roles and Responsibilities:

2.2.1 The Assistant Head (Development)

The Assistant Head (Development) is the line manager of the ITT Coordinator.

Together with the ITT Coordinator, they will decide upon the number of trainee teachers accepted by BGS.

2.2.2 The ITT Coordinator will:

Liaise with the Assistant Head (Development) and Heads of Departments (HODs) when deciding upon the student places that are available each year and co-ordinate the allocation of trainees to departments.

Be the link with the HEIs to ensure full compliance.

Ensure that the BGS HR department is kept informed.

Work with HODs to ensure that high quality, trained and committed Mentors are allocated to students. Ensure that HEI requirements are met and BGS policies applied.

Be responsible for overseeing the training of visiting and ITT student teachers, including the Professional Studies programme required by HEIs.

2.2.3 The Subject Mentor will:

- Comply with criteria and requirements set out by the HEI regarding training, regular mentor meetings and observations.
Induct trainees into the department, including providing information on resources, department policy, schemes of work, assessment policy, student data, Health & Safety and procedures for rewards and sanction. The Mentor is responsible for the supervision, monitoring, assessment and pastoral care of trainees; ensure that trainees are fully informed of school routines.
- Organise a timetable of classroom work in accordance with the partnership requirements and BGS needs. Ensure that colleagues (form tutors, other subject teachers) know what support the ITT student needs
- Liaise with the representative of the training provider.

3. In-House Training & Development.

3.1 INSET Days.

The following are the priorities for INSET Days:

1. Statutory training (e.g. Safeguarding).
2. Training which the School deems to be essential for all teachers.
3. Departmental and Pastoral team planning meetings.
4. General School strategy and development updates.

3.2 Teaching staff Twilight Training Sessions.

The Senior School Assistant Head (Development) and Teaching & Learning Champions

put on twilight training sessions which are used to disseminate information from training courses and/or to focus on areas of pedagogy. When a colleague attends a course, the content of which would be of benefit to other teachers, he/she may be asked to condense the highlights into a 30-minute presentation which is offered to all teaching staff. Such Sessions are optional.

Within the Junior School, information from training courses is shared during the weekly staff meetings.

4. Sharing Good Teaching Practice.

4.1 Peer Lesson Observations.

Heads of Department are actively encouraged to build a collaborative culture in their departments. As part of this, peer lesson observations and work scrutiny are required within the School's Personal Professional Development (PPD) programme.

5. Courses Run by External Providers.

The Assistant Head (Development) manages the supportive CPD budget to enable teachers to access training courses run by external providers and the HR Manager manages the support staff budget for training.

Many teachers hold First Aid qualifications at a level appropriate to the activities they run for the School; First Aid qualifications are financed from the CPD budget.

Teachers who contribute to co-curricular activities can access relevant training, usually funded from the central CPD budget.

The training financed from the CPD budget includes:

- Courses directly relating to delivery of subjects including new exam specifications and changes to the rules in sports, and proven approaches to teaching particular areas of subjects. Including ITT & IStip.
- Courses aimed at developing leadership skills among existing and aspiring leaders in the School.
- Courses related to the School's co-curricular programme
- Courses related to pupil support: the pastoral role of Heads of Years and Learning Support including Special Educational Needs and Disability
- Job requirement courses such as a H&S certification or accreditation.

Employees might attend a course in response to a perceived need identified either by the employee or by their Head of Department. This might be a need for up-to-date training within the department or a desire for an individual to develop an area of their own practice. In the former case, it is expected that the Head of Department will organise a departmental meeting at which information from the course will be passed on.

Teachers might ask to go on a course to pursue their own interests or ambitions. It is preferred that the desire to access a particular type of training be stated at the conclusion of a PPD cycle, with a view to attending a course during the following year.

As part of the annual review/personal professional development process teachers are encouraged to identify areas for professional development. Teachers might therefore attend a course in response to a perceived area of development identified by them or by the Head.

6. Procedure to be followed to access a training course.

The School has a standard form, which all employees are asked to complete to request training. It can only be submitted with support from the employee's Head of Department in the Senior School, or permission of the Head of the Junior School. A copy of the standard form is appended at the end of this document.

Attendance at courses is authorised by the Assistant Head (Development) or HR Manager, taking the following considerations into account:

- How important / useful / valuable is the training?
- Does it fit into a departmental or personal development plan? Ideally mentioned in a PPD document or during an annual Departmental Development meeting.
- Is the right person applying? This includes spreading opportunity and workload by ensuring that departments put different teachers forward for training through the academic year.
- Whether the employee can be released from their role for the time of the course.
- Value for money – the benefit of the course versus the cost of the course plus associated expenses.
- Is it relevant for the role they currently undertake or for future development?
- Is there a better way to access equivalent training in the light of the above?

Once access to the training course has been authorised the member of staff must ask the School's Purchasing Officer to reserve a place on the course and make any necessary arrangements for travel and accommodation.

7. Degrees and Other Professional Qualifications.

Employees who propose to gain a formal qualification can apply for study leave and request that the School pay all or part of the course fees. Each application is considered on its own merits. Anyone who expresses an interest in applying can do so using the Right to Request Time off process outlined below.

8 Right to Request Time off to study for Degrees and Other Professional Qualifications.

8.1 Eligibility criteria:

- You must be an employee with at least 26 weeks' continuous service at the date of your request
- The training requested must be relevant to your job role or to the School to improve your effectiveness at work and the performance of the School.
- Only one request will be considered in any 12 month period (unless the earlier training was cancelled, you were unable to start it due to unforeseen circumstances or you withdrew the earlier request because it was not valid), and once authorised, any contractual change will normally be formalised.

Any type of study or training can be requested under this policy. It does not matter how or where it takes place. For example, it could be:

- (a) training provided in the workplace;
- (b) a one-day training course provided by an external training provider;
- (c) a part-time college course;
- (d) an online training module (e-learning); or
- (e) a distance learning course.

8.2 Procedure

All requests should be made in writing using the form in the appendix. The School will either write acknowledging and confirming approval of the request or arrange a meeting within 28 days of receipt of the request in order to discuss it further. The purpose of such a meeting is to discuss it in depth and consider how it may be accommodated by the School. If the School cannot accommodate the request, alternatives may be suggested for your consideration.

The meeting will be arranged at a time and location convenient to both parties. The employee will be provided with the right to be accompanied at the meeting by a work colleague or Trade Union official. If the chosen companion is not available for the meeting the employee may ask for the meeting to be rearranged to a more convenient date/time, but if they fail to attend the meeting more than once, without good reason, the request will be treated as being withdrawn.

The employee may be asked to complete a questionnaire regarding daily tasks and responsibilities, which will assist the School in identifying requirements to cover the role. The School may treat the request as being withdrawn if you fail to submit the requested additional information on time.

Following the meeting the employee will receive a decision in writing within 14 days of the meeting. If the request is approved, the letter of confirmation will include the following:

- (a) whether the request has been accepted in part or in full;
- (b) the subject of the study/training;
- (c) when and where the training/study will take place;
- (d) who will supervise/provide the training/study;
- (e) the qualification (if any) the study/training will lead to;
- (f) whether time off will be paid or unpaid;
- (g) any change in arrangements;
- (h) how the costs of the study/training will be met.

If the request is declined, the School will provide the business reason(s) behind its decision, which may fall into the following categories:-

- (a) burden of additional costs (e.g. recruiting temporary replacements/paying overtime to cover workload, etc.);
- (b) detrimental effect on ability to meet operational demands if the training request is accommodated;
- (c) inability to reorganise the work among existing staff or to recruit;
- (d) inability to recruit additional staff in order to accommodate the request;
- (e) detrimental impact on quality;
- (f) detrimental impact on performance;
- (g) insufficient work available during the proposed work pattern;
- (h) training requested conflicts with planned structural changes;
- (i) unlikely to improve your effectiveness;
- (j) unlikely to improve the performance of the School;
- (k) suitable training not available.

If the request is approved in part the School will make clear which part is agreed and which part is refused and give the information detailed above in respect of the part agreed and the part refused.

8.3 Appeals

The employee has the right to appeal against the School's decision by detailing their grounds for appeal and submitting this in writing within 14 days from date of receiving the written decision from the School. Appeals should be addressed to the Headmaster or Bursar & Clerk to the Governors (as appropriate) and marked 'strictly personal'.

Within 14 days of receipt of the letter of appeal, the School will either uphold the request in writing or invite the employee to an appeal hearing. The timing of the appeal hearing/decision may be delayed pending further information/consideration by mutual consent of both parties. The employee will be provided with the right to be accompanied at the appeal hearing by a colleague or Trade Union official. Following the appeal hearing the School will provide a written decision normally within 14 days of the hearing. The decision will detail what has been agreed and on what ground(s) it is refusing, all or any part of the request and why. This decision is final.

8.4 Changes to study/training arrangements

If the employee does not attend the training/study, stops attending or changes the agreed arrangements in any way they must inform the School immediately in writing. They should also tell the school immediately if they become aware of any changes to agreed study or training, including changes to the timing or content of the course. Failure to do so may lead to disciplinary action.

8.5 If we need more time

There may be exceptional occasions when it is not possible to adhere to the time limits in this policy. For example, the school may need to delay holding a meeting or notifying of the decision. The manager will ask for agreement to extend the time limit, and will confirm in writing any agreement reached. In many cases this will be in the employee interests as it will enable the appropriate person to consider your request properly.

8.6 Financial Assistance

The School recognises and values its staff resources and endeavours to develop every member of staff, from both a personal and organisational viewpoint, in order that she/he may play a full role in the achievement of the School's objectives. If the employee is proposing to gain a formal qualification, the School may consider funding.

If financial assistance is granted, the school's commitment is to:

- (a) contribute funding, so far as budgetary constraints will permit, for up to 100% of the course fee and the full cost of any examination fee;
- (b) assist with amendments to the working week to facilitate course attendance and study; and
- (c) ensure that this policy complies with our policy on equal opportunities in employment.

It is expected that staff applying for financial assistance towards costs will:

- (a) apply via the CPD Request Form, to the Assistant Head (Development) [in relation to academic staff] or the HR Manager [in relation to support staff], detailing:
 - how the proposed course might be of value to both the School and the individual;
 - how the course may contribute to the development plans of the School;
 - how long the course is planned to take;
 - how much time may be needed away from School and when that time is likely to be needed;
 - the cost of the course and examination fees (if any); and
 - and include a copy of the course prospectus.
- (b) remain with the School for the duration of the course and for one year following completion of the course.

Under certain circumstances including non-completion of the course, or if the member of staff leaves the employ of the School within one calendar year of completion of the course, the School will require repayment of course and examination fees. For further details, see section 1 of the Training Agreement Letter template which forms Appendix 2 to this document.

The School will not normally contribute towards the costs of books, materials or travel expenses.

Bradford Grammar School

CPD request

Approval to attend a CPD course must be obtained from the Assistant Head (Development) for teaching staff, or via the HR Department for support staff before any booking can be made. Applications to attend courses are more likely to be approved if they are submitted far in advance of the event.

The full cost of the training course including VAT should be specified and accurate. Up-to-date travel and accommodation costs must also be submitted (as appropriate). Applications will be processed quickly to reduce the likelihood of a rise in costs prior to a booking being made.

All course, travel and accommodation bookings should be made through the Purchasing Department. All applicants are strongly encouraged to liaise with the Purchasing Department prior to submission of this form to find the most appropriate travel and accommodation options (as appropriate) and as a courtesy to forewarn them of a booking request that may potentially come their way (via the Assistant Head, Development or HR Department) if an application is approved.

To be completed by the applicant:

Name	Job Title
Course/CPD details	
Please give details of the course and location (attach any relevant supporting literature)	
From (date and time): All day	To (date and time): All day
Justification to attend (individual, departmental/sectional, whole school benefits) linked to Annual Review and Departmental or sectional development plans	

Course Cost (inclusive of VAT)	£
Travel and accommodation (Please give detail where appropriate and justification for the expense)	
Proposed method of travel	Cost
Proposed accommodation	Cost
Details of any other additional expenses	Cost
Total costs Please give total costs of course, travel, accommodation and other expenses	£

Approval	
Line Manager I *am/am not in support of the applicant attending the course as detailed above and confirm that cover *will/will not be required on the specified dates	Where this application is not supported please give details:
Name Signed Date	
Assistant Head, Development (for teaching staff) I *authorise/do not authorise the applicant to attend the course as detailed above and *agree /do not agree to the expenditure being charged to budget code(s) _____	Where this application is not supported please give details:
Name Signed Date	
HR Department (for support staff) I *authorise/do not authorise the applicant to attend the course as detailed above and *agree/do not agree to the expenditure being charged to budget code(s) _____	Where this application is not supported please give details:
Name Signed Date	

Where approval has been granted a copy of this form has been forwarded to the Purchasing Department who will make the relevant booking(s). Bookings cannot be made if the actual costs differ to those identified above and the applicant will be contacted by the Assistant Head, Development or the HR Department (as appropriate)

* please delete as appropriate

Post-Course Evaluation

Did you get what you expected / needed to from this course?

Please elaborate briefly

How will the course content benefit you, your practice and / or the School?

How and to whom will the content be disseminated?

Any further comments about the course / provider / venue?

Would you recommend the course to others?

Name

Signed

Date

Appendix 2 Template of Training Agreement Letter.

Name

Date

Dear Name

Training and Development Agreement

Further to your request to pursue training for COURSE NAME in NAME OF COLLEGE OR TRAINING COURSE PROVIDER I am pleased to inform you that the School has agreed to support you on the following terms:

Course Fees

The School will pay for the cost of the course fees. The amount paid by the School will be INSERT AMOUNT inc. VAT.

Examination Fees

The School will pay for AMOUNT set of examination fees if applicable. Should the need arise to re-sit an examination, payment will only be made on successful completion of the examination.

Time off for attendance

You will be released during term time to attend the course and I would ask that you gain prior agreement with YOUR LINE MANAGER in terms of the hours and dates this would involve.

Travel Expenses

Travel expenses will not be paid. If you feels there are exceptional circumstances to be considered then please consult the HR department.

You will appreciate that the cost of the training is substantial and the School will need to recoup the cost of the training if you leave employment of your own accord during the training or within a period of 12 months after the training has ended.

The School will require you to enter into an agreement to the effect that you repay the training costs on a sliding scale as detailed.

1. In consideration of the School agreeing to meet the costs of the course, you undertake to reimburse to the School the Costs if:
 - 1.1. you voluntarily withdraw from or terminate the Course early without the School's prior written consent;
 - 1.2. you are dismissed or otherwise compulsorily discharged from the Course, unless the dismissal or discharge arises out of the discontinuance generally of the Course;
 - 1.3. your employment is terminated by the School for any reason (other than by reason of redundancy) either prior to completion of the Course or within one year after the end of the Course, except that, in the latter case, the amount which would otherwise be due to the School shall be reduced by 1/12th part for each complete calendar month after the end of the Course during which the Employee remains employed by the School; or
 - 1.4. you resign from the employment of the School either prior to completion of the Course or within one year after the end of the Course, except that, in the latter case, the amount which would otherwise be due to the School shall be reduced by 1/12th part for each complete calendar month after the end of the Course during which the Employee remains employed by the School.

2. To the extent permitted by law, you agree that the School may deduct a sum equal to the whole or part of the Costs due under the terms of this Agreement from your final wages (as defined in section 27 of the Employment Rights Act 1996) or from any other allowances, expenses or other payments due from the School to you.
3. If your final salary payment is not sufficient to meet the debt due to the School under the terms of this Agreement, you agree that you will repay the outstanding balance to the School within one calendar month of the date of termination of your employment, such payment to be made as agreed with the School.
4. The amount due to the School under the terms of this Agreement is a genuine attempt by the School to assess its loss as a result of the termination of your employment and takes into account the derived benefit to the School. This Agreement is not intended to act as a penalty on you upon termination of your employment.

If you agree to the terms of this agreement as set out in this letter please sign and return a copy of this letter to me by DATE. Please note that the School will not pay the cost of the training fees until a copy of this letter has been signed and returned.

Yours sincerely

NAME
Human Resources

Agreement to repay training costs on leaving employment

I hereby agree to the training agreement as set out above.

Signed:

Date:

Policy reviewed by:	Mr P Merckx, Assistant Head Development
Last policy review date:	November 2021
Next policy review date:	November 2023