



STAFF DEVELOPMENT POLICY

Date updated: 30th November 2022

Staff Development Assessment Criteria

1. Staff development requests fall into several categories:

- a. Support for under-graduate study
 - i. Payment or part-payment of fees
 - ii. Time-off to attend course during employed time
- b. Support for post-graduate study
 - i. Payment or part-payment of fees
 - ii. Time-off to attend course during employed time
 - iii. Transport costs to attend course
- c. Request for subject-related or pastoral training by outside providers
 - i. In Malawi
 - ii. Outside Malawi
- d. Request for time to undertake in-house training
 - i. Subject related – sharing training from outside provider
 - ii. Subject related – sharing good practice, developing new teaching schemes, moderation, lesson observations
 - iii. Pastoral – sharing training from outside provider, developing new resources
- e. Request for time to undertake in-house, whole school training
 - i. Cross-curricular training – reporting, feedback, literacy strategies
 - ii. Pastoral training – well-being, safeguarding, tutor training
- f. Induction of new staff

2. Process for requesting Staff Development opportunity:

- a. Complete and return Staff development request to DHM(A)
- b. Assess against criteria
 - i. Relevance to subject/role 1-5
 - ii. Importance to subject/role or whole school impact 1-5
 - iii. Have other staff recently undertaken similar training?
 - iv. Has applicant been on other training in last 4 years?
 - v. Can the training be provided by other/ less costly means?
- c. DHM(A) makes a recommendation to SMT.
- d. Decide on amount of support
 - i. Cover
 - ii. Fees (plus expenses)
 - iii. Part fees
 - iv. Time
 - v. Loan

Application for Professional Development Activity

Name					
Job Title					
Department/Subjects					
Date					
Description of Course/Activity					
Name of Provider/Training Organisation					
Location of the Course/Activity					
Certification/Level of Study (Circle)	No Certification	Attendance Certification	Course Certification	Professional Qualification	
	PG Certificate	PG Diploma	Masters	PhD	
Mode of Study (Circle)	e-learning/ on line	face-to-face	Other (Please specify):		
Date(s) of Course/Activity					
Total length of Course/Activity (Day/2 Days/2 Years etc)					
How will this course/activity benefit your teaching or the school?					
How will this course/activity affect your role as a teacher, whilst you are studying?					
Previous Courses/Activities attended in past 4 years					
What type of support are you requesting from the school? (Circle)	Part fees	Fees in full	Fees loan	Time off	Sabbatical
	Other				
SMT Recommendation					
_____ Date					
		Type of Support			