EdStart Staff Learning & Development Policy

September 2025 -September 2026

1. Introduction

At EdStart, we are committed to the continuous professional development and wellbeing of our staff. Our Appraisal & Development Policy ensures that all employees receive structured guidance, support, and opportunities to enhance their skills, knowledge, and effectiveness in their roles. This policy aligns with EdStart's operational guidance, reinforcing the importance of regular appraisal, feedback, and professional progression.

Appraisal at EdStart is a two-way process, designed to maximise staff potential, recognise achievements, and identify areas for further growth. Staff will be provided with ample time and opportunity to discuss their role, shape professional goals, and access relevant training.

2. Appraisal & Development Targets

Each staff member will have appraisal and development targets that focus on:

- Self: Objectives that directly relate to their role and responsibilities

- Subject: The specific setting in which they work

- School: Their area of expertise and influence within the organisation

These targets will be reviewed and refined through termly appraisals, allowing staff to track their progress and adapt objectives accordingly. See Appendix 1 below which details how to set your L&D objectives.

3. Appraisal Process

EdStart staff will participate in a structured appraisal cycle that includes:

- **Formal Termly Reviews:** Comprehensive evaluations of progress against agreed objectives

- **Regular CPD Input:** Tailored professional learning opportunities to strengthen skills and knowledge

- **Online Learning Opportunities:** Flexible digital training modules to enhance expertise

- **Bespoke Support:** Personalised guidance aimed at fostering professional and personal progression

Additionally, informal update meetings will take place throughout the academic year to provide staff with continuous support and feedback on their performance.

4. Training & Development Framework
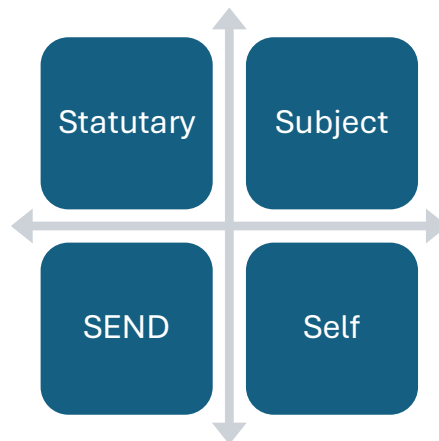
EdStart provides a robust training structure to ensure staff are well-equipped in key areas of professional development. The framework includes:

A. Statutory Training

All staff will complete mandatory training to maintain compliance and uphold best practices in:

- **Safeguarding & Child Protection** – Ensuring the welfare and safety of all students
- **Health & Safety** – Maintaining a safe and secure working environment

B. Subject Training

Staff will receive targeted training in their areas of expertise to enhance teaching and learning approaches, ensuring they remain effective in delivering high-quality education.

C. Specialist SEND Training

Specialist training will be provided for staff working with students with Special Educational Needs and Disabilities (SEND). This includes:

- Strategies to support students with complex needs
- Understanding individual barriers to learning
- Implementing inclusive teaching approaches

D. Self-Development

To foster holistic professional growth, staff will engage in training opportunities that enhance:

- **Behaviour Management** – Developing effective strategies to support positive student behaviour

- **Teaching & Learning** – Strengthening instructional techniques for engaging and meaningful lessons

- **Mental Health & Wellbeing** – Supporting personal resilience and the emotional wellbeing of both staff and students

5. Commitment to Professional Growth

EdStart is dedicated to nurturing a culture of continuous improvement and learning. Staff are encouraged to take ownership of their professional development by actively engaging in training opportunities and applying their learning in practice.

Through structured appraisal, CPD, and targeted training, EdStart ensures that staff have the knowledge, skills, and confidence to excel in their roles while contributing positively to the wider school community.

6. Tracking Completion & Impact

At EdStart, we are committed to the continuous professional development and wellbeing of our staff. Our Appraisal & Development Policy ensures that all employees receive structured guidance, support, and opportunities to enhance their skills, knowledge, and effectiveness in their roles. This policy aligns with EdStart's operational guidance, reinforcing the importance of regular appraisal, feedback, and professional progression.

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At EdStart, Continuing Professional Development (CPD) is a vital component of staff growth, ensuring that learning is purposeful, effective, and leads to meaningful improvements in practice. The tracking of CPD completion and impact will follow a structured approach, incorporating self-reflection and direct feedback through an online system and 1-1 meetings with line managers.

A. CPD Completion Tracking

To ensure staff are actively engaging with CPD opportunities, the following methods will be used:

- **Online CPD System:** Staff will log their completed training sessions, webinars, courses, and workshops in an online system, detailing the date, provider, and key takeaways.

- **Attendance Records:** Formal training sessions, in-person courses, and online learning modules will be recorded to track participation.

- **Personal CPD Log:** Staff will maintain a personal record outlining the learning experiences undertaken, enabling them to reflect on their growth over time.

B. Measuring CPD Impact

Beyond tracking completion, it is essential to assess how CPD contributes to professional effectiveness and student outcomes. The impact of CPD will be evaluated through:

i. Self-Reflection via Online System

- Staff will complete structured self-reflection exercises within the online CPD system, evaluating the relevance of training, its application in their role, and any noticeable improvements in teaching, behaviour management, or student engagement.

- Reflection prompts will guide staff to consider how CPD has influenced their practice, what changes they have implemented, and what further training might be beneficial.

ii. 1-1 Meetings with Line Managers

- Termly 1-1 meetings will provide opportunities to discuss CPD engagement, review progress, and explore further learning needs.

- Line managers will assess the effectiveness of completed CPD, providing feedback and support on how training has translated into practice.

- Goals for future development will be identified, ensuring CPD remains aligned with personal, professional, and organisational objectives.

C. Ongoing Review and Adaptation
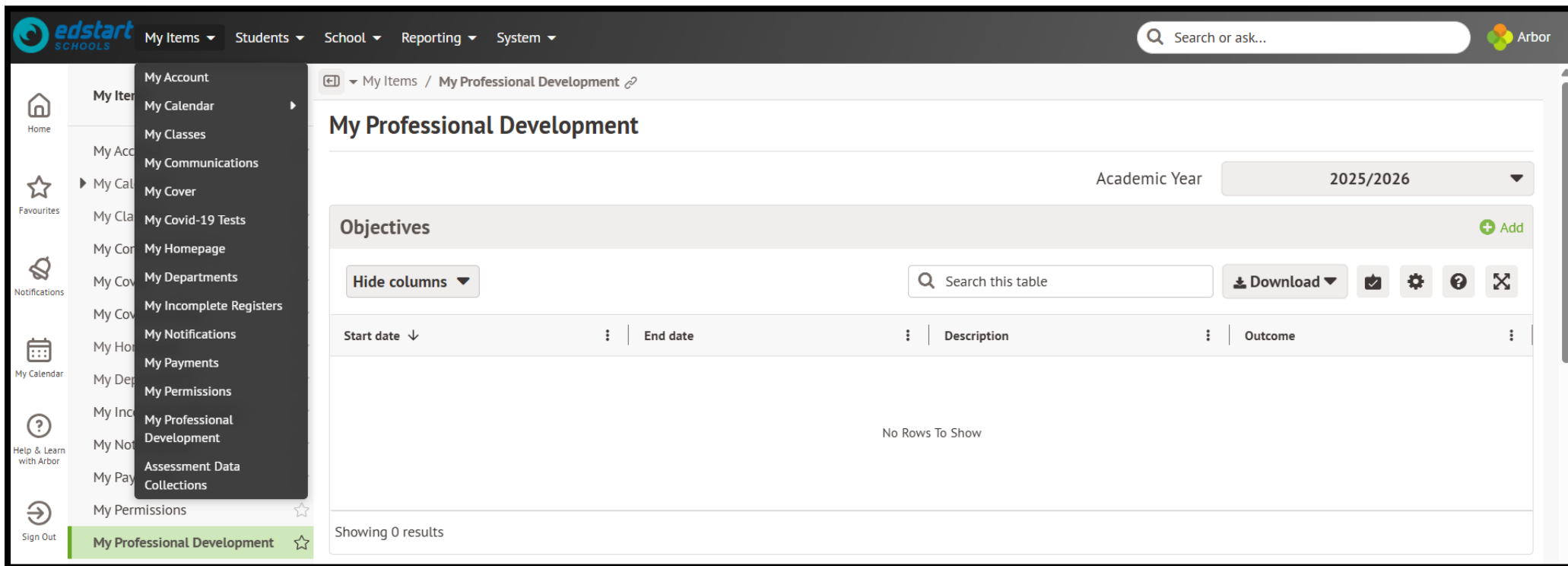
CPD tracking will not be a static process but an evolving system designed to adapt to staff needs. Regular analysis of CPD engagement data, reflections, and managerial insights will shape future training offerings, ensuring professional development remains dynamic and responsive to the needs of both staff and students.

Through this structured tracking approach, EdStart ensures that CPD is not just completed but actively contributes to staff growth, effectiveness, and the quality of education provided to students.

Appendix 1

Setting your Learning & Development Objectives for Teachers and Classroom Based Support Staff

- **Log-in to Arbor and click the drop box for 'My Items' located in the top left of the screen.**

- **Click on 'My Profession Development' shown near the bottom of the list.**
- **Click 'Add' located on the right-hand side of the screen in green.**
- **Next, enter an objective which begins with either; 'Self:', 'Subject:' or 'School:'**
- **You will then explain the criteria and evidence as shown below.**
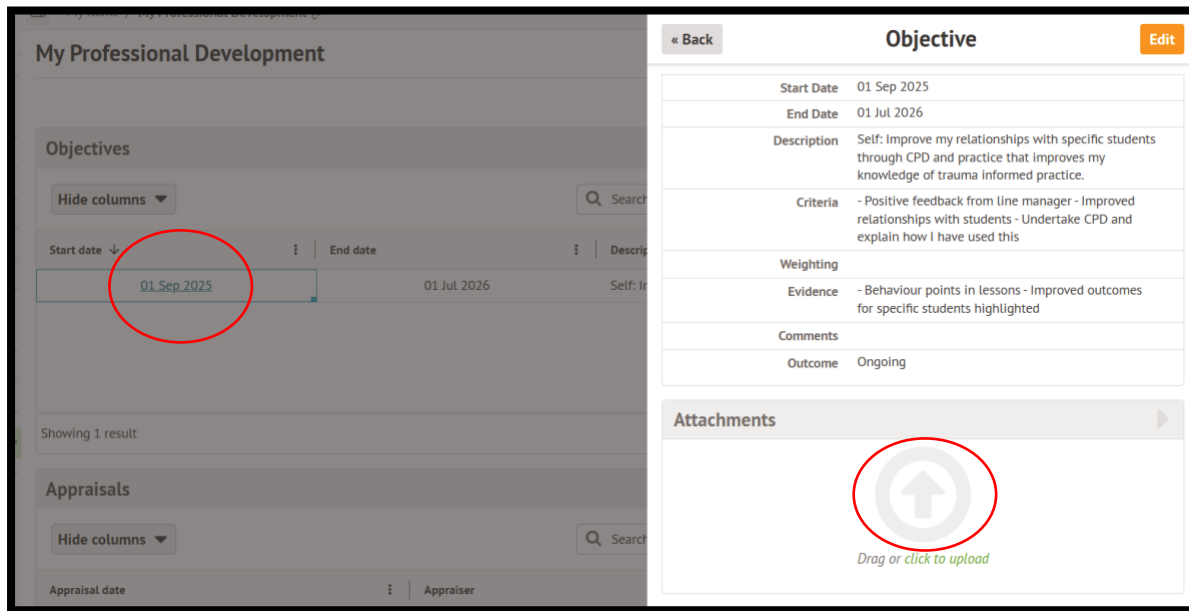
- **Throughout the year you will get chance to sit with your line manager and discuss.**
- **You will be able to add evidence to this if not click back on the objective once it has been created.**

- **Line Managers can conduct 'Appraisals' by following the guidance below:**
  - **Access the Appraisal Feature: Navigate to School > All Staff > Staff Development > Appraisals to see all staff member's appraisals and add a new appraisal.**
  - **Create a New Appraisal: Fill in the required details such as the date, appraisee, and appraiser.**
  - **Add Objectives: Set up objectives to correspond with the appraisal or not, as needed.**
  - **Review and Save: Review the objectives and save changes to complete the appraisal.**
  - **Complete the Appraisal: Click the Complete appraisal button to end the appraisal and save the review details for future reference.**
- **Records should be updated at the beginning, middle and end of the school year, in the line with the school calendar.**