



Staff Training and Professional Development Policy

Introduction

Our courses and teaching are designed to provide effective training for students who need English for their work, study or travel. As a charitable educational foundation, The English Language Centre exists to give all of our students the best teaching and learning facilities we can. We are committed to providing students with excellent courses in a warm, friendly and professional environment, as well as caring for every aspect of their stay.

ELC is a multicultural and international community that actively promotes inter-cultural understanding and encourages an appreciation of the different ways we all live, think and learn. We will endeavour to educate students about acceptance and tolerance of a range of views, that people think differently and believe different things, all of which are acceptable as long as these views and beliefs are reasonable and do not extend to hurting or denigrating those with different beliefs.

1. Principles

- 1.1. ELC is committed to providing thorough training to enable staff to successfully fulfil the requirements of the post for which they have been employed and fostering a positive ethos of continuous improvement in order to develop the professional lives of our staff, to improve the quality of the schools' systems and so enhance the students' experience.
- 1.2. There are effective measures in place to identify the professional needs of staff and the organisation. They cover a variety of mechanisms, including self-evaluation, future school plans, class observation, analysis of appraisals and informal/formal discussions with individuals and teams, annual surveys.
- 1.3. Training and CPD should balance the judicious use of resources with the range of needs, aspirations and interests within staff. Training and CPD opportunities will be rated more highly when they:
 - meet identified individual, school, or industry development priorities
 - are based on good practice
 - make effective use of resources
 - provide value for money
 - have effective monitoring and evaluation systems to inform the quality of provision
- 1.4. Training/CPD planning is integrated into the Quality and Development Plan and is based on priorities identified through the self-evaluation review.
- 1.5. The Principal/Centre Manager keeps accurate records of any training undertaken by staff.

2. Training and Professional development

- 2.1. The English Language Centre believes in the importance of thorough training and the continuing personal and professional development of all staff. This is achieved through:
 - high quality inductions into the school
 - annual training for first aid, fire-marshalls, Child Protection and safeguarding, Prevent, Class training
 - an in-service teacher development programme
 - appraisals
- 2.2. Continuing Professional Development
 - 2.2.1. Teaching staff - ELC encourages and supports teachers in their own learning and development through:
 - a Teacher Development Programme of 8 to 10 workshops/talks organised at ELC each year by the academic managers
 - actively encouraging and sponsoring teachers to participate in some of the many workshops and conferences organised outside ELC each year (e.g. English UK, publisher's talks, IATEFL)
 - offering financial support for permanent teachers wishing to study for an MA or wishing to attend short courses which might be valuable to their professional development.



- offering financial support for fixed-term contract teachers wishing to get the DELTA qualification

2.2.2. Administration staff - ELC encourages and supports administration staff in their own learning and development through:

- actively encouraging and sponsoring ELC administration staff to participate in some of the many workshops and conferences organised outside ELC each year (E.g. TEN conference, English UK marketing conference and courses – e.g. welfare, safeguarding)
- offering financial support for ELC administration staff wishing to follow an appropriate course leading to a recognised qualification (e.g. in counselling, English UK Management Diploma)

2.3. The English Language Centre has a system of appraisal, the aims of which are:

- to offer guidance
- to provide an opportunity for staff input
- to review the member of staff's work over the past year and agree targets for the coming year
- to offer and record acknowledgement and praise where due
- to identify areas of work where development might take place
- to discuss personal and professional needs and career aspirations
- to set targets of benefit to staff, students and the school
- to identify appropriate support and resources needed

2.4. All permanent staff will normally have an annual appraisal interview with the Principal or Centre Manager (administration staff) or the Academic Manager (academic staff). A questionnaire will be completed by the appraiser, agreed and signed by both parties and then filed by the relevant manager.

2.5. All staff will have training in child protection and safeguarding that is appropriate to their role. This is part of the induction process and at regular intervals.

See also: Safeguarding & Child Protection Policy
Quality Assurance Policy
Staff Recruitment Policy

Policy Reviewed: February 2021 by Senior Management Team