

Policy Statement – Training & Development

Brighton Language College International's aim is to provide access to further training and development for all teaching and administrative staff.

This is achieved by:

- Annual appraisals
- Classroom observations
- CPD Records
- Informal chats
- Regular internal meetings

This is summarised as follows:

- Encourage all staff to follow further training
- Discuss CPD with all staff
- Inform staff of details of outside conferences and teaching organisations
- Provide, monitor and adhere to a staff training budget
- Ensure the training is accessible and relevant
- Promote the sharing of skills within the staff team

This procedure is to be carried out with the following guidelines:

- Appraisals at least once a year.
- Encourage staff to pursue professional qualifications, i.e. the DELTA or equivalent, English UK training and other training & conference events.
- Provide financial support for training and sponsorship within budget limitations.
- Provide flexible cover where possible so that staff can attend conferences as well as observing different teachers and courses.
- Maintain membership of professional organisations (English UK / SDOSA) and to send staff to conferences and talks.
- Encourage staff to lead workshops and talks at such conferences and talks.
- Encourage input on course development and planning.
- Encourage staff to lead internal CPD sessions which assist professional development of our staff.
- Schedule peer observation.
- Mentoring according to teacher needs and experience.
- Exchange ideas and materials with other staff

MR/LK