Staff Training

Approved by the Directors: November 2026

School Mission Statement

"To create and sustain, with God's help, a learning, caring and serving community where all people are valued for who they are and who they may become in the light of Jesus Christ."

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

In each financial year, the school must indicate what it intends to spend on Staff Training

From the identification of needs must come:

- Prioritisation criteria
- Planning for action

In the past, at St Bede's, this has been done by a combination of:

- Leadership Team decision
- Available opportunities
- Individual negotiation

As the funding for staff training is limited, it is impossible in any financial year to address all the needs which are identified. Priorities must be made.

Identification of staff training needs. These come from four main areas:

1. School Development Plan

- Whole school issues
- Curriculum development
- Pastoral and PSHE issues
- Management and leadership
- Resource management
- Team, group or department needs
- Director training and development

2. Legislation and statutory requirements

- Curriculum demands and changes
- Assessment, recording and reporting issues
- SEND Code of Practice
- Safeguarding responsibilities
- Post inspection targets and priorities

3. Individual staff training needs

- Performance management
- Individual requests through self evaluation
- Changed or additional responsibilities
- Career development and preparation
- Need for skills and knowledge

- Curriculum demands

4. Other needs and priorities

- Health, safety and security
- Financial and administrative systems
- Support staff needs and issues
- Director development
- Needs of particular students

Managing the staff training process

Identification of staff training needs:

- Worthwhile staff training will meet recognisable priorities and targets identified in a school curriculum or individual development plan
- Appropriate and well planned staff training can enable elements of the school development or action plan to be achieved
- The performance management process should provide a statement of staff training need related to identified targets
- Staff training needs will be influenced by external demands, students, parents, carers and other unplanned priorities
- Individual staff training needs will be affected by the school, curriculum and personal career needs
- There may be conflict between individual desires, professional needs and the priorities of the school
- Staff training should be included in faculty financial plans
- All staff should be involved and feel they can influence the process of needs identification
- Evaluation of staff training will often provide a stimulus for needs identification
- It is important to take some action after needs have been identified
- Records of annual safeguarding training for all staff are kept and recorded on the single central record.
- Records are kept of other staff training undertaken by all staff
- No staff training must be booked until it has approval from the SLT
- Known absence must be notified for cover in the usual way

Guidelines for Application for staff training

1 A staff training activity is any which can be defined as increasing the knowledge, skills, understanding or efficiency of an individual which would be of benefit to the school or to themselves

2 The needs of the school will have been defined in the School Development Plan and the focus for staff training activity will have been agreed by the Senior Leadership Team

3 When applying for an external or online course please remember that most activities will need to have cover, and that cover will probably have to be bought in, thus increasing the overall cost greatly.

4 To alleviate the strain on colleagues who are already teaching a large number of modules, and to remain within our budget constraints, the general guidance on the number of staff out on staff training on any one day will be limited. Exceptional circumstances may however allow more. Similarly, in most cases no more than one person may attend the same course unless external funding is available to allow this

5 For this reason it is imperative that applications for staff training, together with the standard Absence Form are given to the Deputy Head who will check the school calendar for the requested date/s. S/he will then sign the staff training application form to indicate that is has been approved and will pass this to the Cover Co-ordinator and Finance Office.

Where funding for a course is available to pay for cover, this money will be paid to the supply budget. The reason for this is that the person so funded would have been available to teach/cover if they had been in school

Heads of Curriculum Areas are requested to keep a log of any staff training undertaken by staff, including dates and costs. Individual staff should also keep a record of all professional training