

## Training & CPD Policy 2017

At Bede's Summer School, we aim to provide high levels of training for our staff since we firmly believe that employing highly-skilled and well-trained staff, who are fully supported during their employment, is a key contributor towards what makes Bede's an outstanding and highly successful Summer School.

In order to achieve our goals, the following training, support and sponsorship is available to seasonal Bede's Staff:

- 1) Teachers, House Parents, Activities Leaders and Airport Coordinators attend two-and-a-half-day Staff Induction before commencing their employment which provides formal training in key areas such as Health & Safety and Safeguarding, informs them of their responsibilities and makes sure they understand the Staff and Student code of conduct.
- 2) Centre Directors, Managers and Administrators undertake a comprehensive 6-day induction and preparation period prior to commencing their employment with Bede's, including Advanced Safeguarding.
- 3) A 6 hour first aid course is provided for up to 24 Managers and staff as part of their induction.
- 4) Teachers attend a weekly Input Session which provides training and a forum for discussion and the sharing of ideas on issues such as resources, methodology and classroom management.
- 5) Teachers are given at least 2 hours preparation time every day to prepare outstanding lessons, during which the Senior Teacher and/or Academic Manager is present to offer support, guidance and advice.
- 6) Teachers are observed at least twice during the course of their employment by the Academic Manager (a short observation happens in the first week) and are given feedback on the content and delivery of their lessons. Feedback is given constructively and is intended to allow Teachers to develop professionally.
- 7) Activities Leaders are observed executing activities at least once during the course by the Activities Manager and are given feedback on the content and delivery of the session. Feedback is given constructively and is intended to allow Activities Leaders to develop professionally.
- 8) All staff are given a short review in the first week by their line Manager and Centre Director and a full appraisal at the end of their employment, both of which allow them to evaluate their performance and identify strengths and areas in which to develop.
- 9) Outstanding Teachers who consistently deliver first-class lessons and who are clearly committed to EFL and to Bede's Summer School, may apply to receive financial assistance towards studying for the DELTA. Any contribution is at the entire discretion of the Principal of Summer School.
- 10) Bede's sponsors a number of Activities Leaders every season willing to become Lifeguards prior to the start of Summer School. A 100% contribution is made towards the cost of the NPLQ qualification.

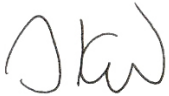
# BEDE'S

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## SUMMER SCHOOL

- 11) Bede's sponsors a number of staff every year to become First Aiders prior to the start of Summer School. A 100% contribution is made towards the cost of a First Aid at Work qualification.

Signed:



Steve Wood, Principal of Summer School

Date: 14 November 2016

Review Date: 14 November 2017