



Staff Professional Development Policy

Institution	Kingsway Institute
Policy Name	Staff Professional Development Policy
Policy Governance	Academic Manager
Date of Approval	January 2020
Review Date	January 2021
Version No.	3.1

1 PURPOSE

Kingsway Institute establishes this policy and procedure in relation to the professional development of staff

2 DEFINITIONS

The Institute	Kingsway Institute
PD	professional development

3 POLICY

- 3.1 The Institute will ensure all teachers with limited teaching experience are allocated a mentor
- 3.2 The Institute will ensure new teachers receive appropriate induction and training before teaching any classes
- 3.3 The Institute will hold ELICOS Teacher Professional Development sessions at least once every 3 months
- 3.4 The Institute will ensure that all new administration staff will receive the appropriate training

4 RESPONSIBILITY

The Academic and Administration Manager is responsible for the implementation of this policy, and also ensuring that staff members are aware of and following this policy

5 PROCEDURE

Induction

- 5.1 All new teachers must undergo an induction process on, or immediately following their commencement with The Institute that includes orientation to their workplace.
- 5.2 All new administration staff must undergo an induction process on, or immediately following their commencement with The Institute.

Professional development

- 5.1 Face-to-face PD sessions will be held at least once every 3 months for all teachers to attend.
- 5.2 Teachers are to attend PD webinars to stay informed on the latest changes to the ESOS requirements.
- 5.3 Teachers are encouraged to propose what they would like to learn in their next PD sessions.
- 5.4 Teachers are encouraged to provide feedback on the PD sessions they have participated and an adjustment will be made accordingly.
- 5.5 Administration staff are to attend webinars and have meetings to stay informed on the latest changes to the ESOS requirements.