BDMAT
Birmingham Diocesan
Multi-Academy Trust

Professional Development Policy

Issued: October 2018
Reviewed: September 2024
Reviewed: September 2025
Amended: September 2026
Next review date: Autumn 2029

1.0 Introduction

1.1 Birmingham Diocesan Multi-Academy Trust, BDMAT, is committed to the professional development of all its staff. Through professional development, BDMAT seeks to maintain and increase the effectiveness of its staff in achieving its strategic objectives. Staff will be supported in their current jobs and also be helped to prepare for anticipated changing roles and responsibilities, as the Trust develops and evolves.

1.2 This model policy has been provided as a Trust level resource for BDMAT and does not form part of an employee's terms and conditions of employment.

2.0 Identifying professional development needs

2.1 Development needs should be identified though:

- annual performance review and objective setting
- probation and induction
- changes to a role, responsibilities or statutory requirements
- school, team and Trust priorities
- workforce and succession planning
- ad hoc needs arising during the year

Activities may be agreed to enhance performance, achieve new or revised objectives, address a development need, or prepare an employee for a new or broader role. Needs identified through review discussions should be reported to the headteacher for school-based staff or the CEO for headteachers and centrally employed staff, as appropriate.

3.0 Identifying needs

3.1 Professional development activities identified as a consequence of the annual performance review should be reported to headteacher (for school-based staff) or the CEO (for headteacher and centrally employed staff professional development).

3.2 In drawing up the Trust's Strategic Plan, there may be a professional development requirement flowing from a particular strategic objective, which impacts a number of staff. This must be communicated to those staff.

3.3 In such cases, it may be possible to tailor the staff development activity to the needs of a number of staff in order that the provision may be delivered more efficiently.

4.0 Staff Induction

4.1 All members of staff new to the Trust will take part in an induction programme during their first week or before taking-up post. The member of staff's line manager should agree an appropriate programme prior to the member of staff starting work at the Trust and ensure that there is agreed time slots with key school personnel, which the new member of staff may communicate with. This programme is likely to have a number of standard elements, which will be applicable to all appointments. However, specific elements may be identified in the selection and recruitment process.

5.0 Ad hoc development needs

5.1 It should be anticipated that it will not be possible to predict all of the professional development needs of staff for a full twelve months in advance and so some resources should be retained to meet ad hoc needs as they arise throughout the financial year.

6.0 Drawing up the professional development programme

6.1 The CEO along with the BDMAT Central Team personnel should draw up a proposed annual professional development programme for consideration as part of the annual budget process, as will headteachers and school business managers in our schools. This will take account of professional development needs identified from:

- The annual performance reviews;
- The strategic and school objectives; and
- An estimate of the level of staff recruitment in the year ahead.

6.2 In drafting an annual professional development programme, the CEO and headteachers, whose responsibility it is, should work within the constraints of the Trust's budget process and also ensure that some provision is made to meet ad hoc needs as they arise throughout the planning period.

7.0 Professional development activities

7.1 Where external resources are required to deliver training, it may be possible to increase efficiency through arranging for staff to be grouped together for such activities which may even be delivered on site.

7.2 Much professional development can be expected to be conducted by individual members of staff researching their own needs and addressing them through private study. Where this is essential to their role, time will be set aside within work time to facilitate this.

7.3 Staff are encouraged to engage in continuous professional development through their own professional bodies.

7.4 Line managers should consider the opportunities for increasing the breadth of knowledge and experience of staff through the planned rotation of roles and responsibilities.

7.5 No member of staff will be required to reimburse training costs if they have been required by the employer to attend the training.

7.6 Staff wishing to follow qualification routes such as Masters programmes etc will not automatically receive reimbursement for these. Reimbursement or contributions to the qualification / course will be considered on a case-by-case basis by the headteacher (school-based staff) or the CEO (centrally employed staff). Where any reimbursement is to be given it must be demonstrated that the qualification / course will have a direct impact on the organisation's strategic aims or objectives and a Training Agreement must be completed.

7.7 Staff wishing to complete an apprenticeship should review the Apprenticeship Policy and complete an Apprenticeship Funding Application Form

8.0 Monitoring, Evaluation and Review

8.1 Birmingham Diocesan Multi-Academy Trust will review this policy every three years