



## **Staff Development and Training Policy**

Read Academy highly values its staff. It is in the interests of the setting, the children, families, and the individual, that each staff member is given the opportunity to develop their skills to their maximum and to broaden their knowledge and skills in caring for children.

Personal and professional development is essential to maintaining the quality and delivery of high-quality care and education for young children in early years. It underpins all aspects of curriculum delivery and positive interactions.

At Read Academy, we ensure that at least the majority of staff are qualified to Level 3 or equivalent in childcare and education and aim towards 100%. Other staff working at the setting will either be qualified to Level 2 or undertaking training. We strongly promote constant professional development and all staff have individual training records and continued professional development plans to enhance their skills and expertise.

External training and support is sought as appropriate to the needs of the early years setting and the children attending and to renew/update staff qualifications.

### **To facilitate the development of staff we:**

1. Lead and role model with staff, and offer encouragement and support to achieve a high level of morale and motivation.
2. Promote teamwork through ongoing communication, involvement to enhance early years practice
3. Encourage staff to contribute ideas/best practice for change within the setting and hold regular staff meetings and team meetings to develop these ideas. Regular meetings are also held to discuss strategy, policy and curriculum planning
4. Encourage staff to further their experience and knowledge by attending relevant external training courses
5. Encourage staff to pass on their knowledge to those who are less experienced and disseminate knowledge from external training to small groups of staff within the setting.
6. Provide regular in-house training relevant to the needs of the setting.



7. Carry out ongoing supervision with all staff. Staff appraisals are carried out every year where objectives and action plans for staff are set out, whilst also sourcing training according to their individual needs.
8. Promote a positive learning culture within the setting.
9. Delegate responsibilities according to an individual's expertise.
10. Carry out training needs analysis for all individual staff, the team as a whole, and for the setting.
11. Provide inductions to welcome all new staff and assign a senior member of staff to support new staff.
12. Offer ongoing support and guidance.

**Monitoring and Review:**

This policy will be reviewed annually or sooner if necessary.