

STAFF POLICY – DEVELOPMENT AND REVIEW (for teaching staff)
PERFORMANCE MANAGEMENT DEVELOPMENT PLANNING (for APT&C staff)
 (Care Commission policy title - Training, Supervision and Appraisal)

RATIONALE

East Dunbartonshire Council promotes the ongoing development and review of early years staff.

Development and review of early years staff is an ongoing process to ensure high standards are upheld (see EDC policy reference – to follow).

AIM

The aim of Killermont Primary Nursery Class is to support the ongoing development and review of staff.

OUTCOMES

- Development needs for individual staff and the centre are identified at annual review meetings in October and progress reviewed during March
- Staff's skills and knowledge are developed on a planned basis
- Staff aspirations are recognised and encouraged
- Appropriate courses are arranged within the constraints of the staff development budget
- Individual staff have access to their own confidential written records

ROLES AND RESPONSIBILITIES:

East Dunbartonshire Council

- EDC Human Resources policy

Head of Centre

- Must ensure development and review procedures are carried out annually
- Must ensure that confidential records of staff review interviews are maintained
- Must ensure that current records of professional development are kept

Staff

- All staff have a responsibility to participate in agreed/planned staff development activities
- Must ensure that current records of professional development are kept

RESOURCES

The Child at the Centre
National Care Standards
EDC Human Resources Policies

CROSS-REFERENCES:

The Child at the Centre 2	5.9 7..3
National Care Standards	13.1

In our centre responsibility for implementing this policy is:	
First Draft	Date: Oct 2003
Consultation with Early Years Community	Date: 30 October 2003
The policy was created on:	Date: 6 December 2004
The policy was reviewed on:	Date: 30 Aug 2007
Due for review on (not more than 3 years):	Date: 2010/011