



Intensive School of English and Business Communication

34 Duke Street, Brighton, East Sussex, BN1 1BS, UK

Tel: +44 (0) 1273 384800 / 700666

E-mail: info@ise.uk.com Web: www.isebrighton.com

STAFF DEVELOPMENT POLICY STATEMENT

1. ISE staff development

We offer a professional development programme, approximately once a month, which is a combination of workshops by in-house trainers and, occasionally, visiting speakers/providers. These sessions take place at ISE Brighton usually on a Thursday evening. They reflect development issues raised by staff through the appraisal system, general requests for training and changes to internal and external policies.

In addition ISE undertakes to inform staff about all local staff development and related events e.g. book promotions, others' development sessions etc.

ISE will assist staff with further development of their EFL qualifications. This assistance can take the form of both financial part-sponsorship and on site observation and feedback by ISE trainers who are qualified assessors. In particular we encourage those with appropriate experience to undertake Diploma / Masters studies. We have previously part-sponsored several members of staff to pursue these studies and are currently enabling one member of staff to undertake a part – time PGCE in Further Education qualification. Anyone wishing to be considered for support / sponsorship should see the Academic Director in the first instance.

2. Newly Qualified Teachers

Newly Qualified Teachers (NQTs) will be offered particular support. Wherever possible a Mentor will be appointed to advise, observe and support the NQT for the first 3 months of his / her contract with ISE. Both parties should write a brief report at the end of the 3 months. Written and oral feedback is provided after each observation and progress monitored. The ADOS and / or Academic Director will oversee this programme.

3. Peer Observation amongst staff

ISE encourages a climate of reciprocal teacher observation amongst its teaching staff. Cover is available to facilitate teachers observing and providing feedback to one another. A copy of this reciprocal observation/feedback should be kept in the Staff Records file in the Administrative Office.

4. Teacher Observation & Feedback

This programme is provided by both senior teachers and the Academic Director. The ADOS provides observation and feedback for Business English teachers. Teachers are observed at least once a year or more frequently if issues have been raised during the course of an observation or complaints/negative feedback have been received about the standard of teaching from students.





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Document history:

24 July 2015 (Hazel Parker) First draft

Next revision due on 31 December 2016