



Staff Development Policy Statement

1. ISE staff development

We offer a continuing professional development programme (CPD), approximately once a month, which is a combination of workshops by in-house trainers and, occasionally, visiting speakers/providers. These sessions take place in-house. They reflect development issues raised by staff at meetings or through the appraisal system, from general requests for training and when changes to internal and external policies are a factor.

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 have facilitated 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 Managing 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 Managing 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, the DOS & ADOS. 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. Peer Observation is actively encouraged, required a minimum of once per year.

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