

## RATIONALE

TAMOS Education believes that the professional development of staff is fundamental to the overall effectiveness of the school. It recognizes that staff members are the most important asset available for school improvement and that they need to be fully prepared to undertake changes and developments, particularly with respect to raising the standard of the school from teaching practice to the level of professionalism within the school.

All staff are seen as continual learners and all staff should be committed to sharing best practice and looking for ways to develop their skills in teaching practice, their own special subjects, health and safety and all aspects of the teaching profession.

## AIMS OF THE POLICY

- To clarify the staff's awareness of and involvement in the school's philosophy, aims and objectives in regard to professional development;
- To enhance the development of the professional knowledge, professionalism skills and commitment of all staff;
- To encourage individual teachers to plan their careers and to identify career and training opportunities;
- To thus continuously enhance the educational experience of the students and the educational standard and level of professionalism of the school as a whole.

## GUIDELINES

TAMOS Education has a continuous cycle of staff development, consisting of a process of monitoring, evaluation and review of all aspects of the work of the school including self-evaluation and student evaluation. During the processes of Self-Evaluation, development priorities for the school and professional development needs of staff are identified. The annual School Improvement Plan encapsulates these needs and identifies action to be taken, including training where appropriate, in order to meet them.

Job descriptions are negotiated with each member of staff and reviewed annually. Each member of staff receives at least one annual staff development interview. All staff has the right to an interview at any reasonable time with a senior member of staff to discuss their professional career development and also to a guarantee of confidentiality if so required.

The heads of department and principals have the task of co-coordinating development, with responsibility for analyzing staff needs, attempting to meet them by any appropriate means, and integrating them into an overall Staff Development Plan, with the key criteria for inclusion being the link to overall school priorities for school development and improvement.

The School will often share training sessions with other schools and educational establishments. Staff receiving any individual training outside school are expected to report back to the heads of departments and principals and disseminate information to the rest of the staff as appropriate. All teachers and staff are responsible for planning the dissemination of any experience gained from outside training.

### TRAINING OPPORTUNITIES

The following training opportunities will be available through the school year:

- Orientation week at the beginning of the school year with special emphasis for new teachers on school policy;
- End of term seminars. These will take place over three days and will include training devised from the assessment process, guest speakers and team building;
- Regular open weekly training sessions on new systems, lesson plan writing, blue books and other aspects of the school paperwork where teachers may need help;
- Once a month Saturday seminar based on training needs identified from observations and assessments;
- Opportunities for one –on-one training sessions with the academic director on any topic suggested by the teachers.

### CAMBRIDGE

All teacher who teach on the Cambridge courses are requires to take the online Cambridge professional development qualifications

### OTHER TRAINING OPPORTUNITES

Any course that a member of staff wishes to take which will enhance their professional development will be considered by the administration as long as it does not interfere with their daily teaching schedule or other training commitments

**Implemented: March 2019**

**Выполнено: март 2019 г.**

**Орындалды: 2019 жылдың наурыз айы**

**To be reviewed: March 2020**

**Подлежит рассмотрению: март 2020**

**Қайта қарау: 2020 жылдың наурыз айы**



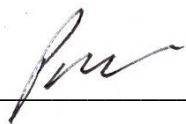
General Director



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Lydia Shapovalova

School governor and Cambridge Director



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Paul Collier-Woods

