



LONDON PROFESSIONAL ACADEMY- (LPA)
ACADEMIC BODIES, ACTIVITIES & SKILLS

STAFF DEVELOPMENT POLICY

OCTOBER 2019

London professional academy- (LPA)

Staff Training & development.

1. Induction at London Professional Academy-(LPA)

All new employees, teachers, at London Professional Academy are given a timely programme of induction including introduction to all policies for the academy. This is an essential part of staff learning and development, and integration into the working environment. It is the responsibility of the employees to be at the academy on time, and to familiarise themselves with the academy in order to adapt to their new environment.

2. Purpose and scope

London Professional Academy is committed to ensure that all staff and volunteers have access to learning, development and training opportunities which enable them to be suitably knowledgeable and skilled to carry out their role within the organisation, and to develop their talents and partaking in organisation's development and meet its strategic objectives.

3. Aims

The main aims of this policy are to:

- Ensure that employees and volunteers are supported and enabled to meet the changing demands of the organisation and its service users so that the organisation achieves its strategic objectives.
- Facilitate employee/volunteer in personal development and assisting them to broaden, deepen and thereby further enhance their existing skill base.
- Provide a working environment where continuous learning and development takes place that help staff to gain more enjoyment from their roles, increase motivation and enhance

retention.

4. Equal Opportunities

The organisation is committed to ensuring equality of learning opportunity, hence no employee or volunteer at London Professional Academy will be excluded from learning on the grounds of gender (including gender reassignment), age, marital status, disability, racial grounds, (race, colour, nationality – including citizenship, ethnic or national origin), sexual orientation, religion, belief, responsibility for dependents, trade union membership or employment status. Part time and fixed term employees will have equal access to learning and development opportunities appropriate to their post, and volunteers will be given access to relevant training.

5. Performance Management

Performance management at **London Professional Academy – (LPA)** is an ongoing communication process, which involves both the Principal, Director and the employees in:

- Identifying and describing essential job functions and relating them to the strategic and operational objectives of the academy.
- Employee and other staff members attending academy/work on time.
- Developing realistic and appropriate performance standards
- Giving and receiving feedback about performance
- Participating in constructive performance appraisals
- Planning, learning and development opportunities to sustain, improve or build on.
- Employee work performance, regular meetings/ communications between staff and Principal/Director to facilitate this process.

6. Reporting Structure

Any employee/staff member can report their concerns to the co-ordinator by collecting complaints form from the main office to complain or address their concerns. After the complaint has been submitted, the centre co-ordinator will investigate the matter and report to the principal. The principal will thereafter arrange a meeting and try to resolve the matter.

7. Purpose

At **London Professional Academy- (LPA)** intention through the policy is to encourage individuals to manage their own development, with support from the co-ordinator/manager to the benefit of the individual and LPA.

Its purpose is:

- To help individual staff/teachers acquire knowledge, skills and understanding which will allow them to carry their current duties with maximum effectiveness, and thereby contribute to achievement of agreed objective.
- To help individuals or groups of staff meet the demands placed on them by organisational change and development.
- To help individuals develop skills and/or gain qualifications, which will contribute to their work and academy and will also equip them for their future work.