
Training Policy

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TRAINING POLICY

1. Policy

We at the Greek Community School at St. Cyprian's (GCS) are committed to working towards the provision of appropriate training for staff, whom we recognise to be our most important resource. This is considered essential in enabling the GCS to provide effective teaching and support, to all our, their families and carers; at the same time as helping staff and volunteers to achieve competence in their roles, thereby, improving their performance and job satisfaction, as well as preparing them for taking on more responsibility and development.

As well as needs identified by the senior management, All individuals are encouraged to recognise their own needs for training and development. These should be discussed during regular sessions with their Line Managers.

2. Identification of Training Needs

Identification of training needs should be based on enabling an employee to achieve competence in their job and, if appropriate, to facilitate the development of the individual to take on additional responsibilities.

Staff development sessions will provide a focus for the identification of individual training needs.

3. Budget

The staff are a school's greatest asset and as such the Parents' Committee has made available a budget for professional development.

The following types of training are financed through this budget:

4. Induction

All employees receive an induction to the organisation and job. This will vary in content and duration according to the needs of the position but will include general elements relating to terms and conditions, together with specific elements relating to the job.

5. On the Job Training

This will be by the Line Manager, other colleagues or third parties as appropriate.

6. Short Courses

These may be one-day courses or of a longer duration; they may therefore involve a need to stay away from home overnight. The course content must be relevant to the job and in some instances will be appropriate to new employees. Preference will be given to staff whose training needs have been identified through staff development.

7. Distance Learning/Correspondence Courses

For some individuals, training such as 'Open University' courses may be more appropriate than day release. Applications for support in respect of the time and/or finance should be made to the Head Teacher and Parents' Committee in accordance with the procedure given below.

8. Full-Time/Day Release

Consideration will be given for employees who wish to be given the opportunity to attend an approved full-time or part-time day release course with no loss of income and the right to return to work on completion of training.

9. Eligibility for Overall Funding

The course applied for must be relevant to the job or develop the individual in a way, which is consistent with the needs and objectives of the GCS as well as in line with the organisation's development plan.

10. Terms of Agreement

In making a decision regarding attendance at a course the GCS will consider:

- Permitting time-off to attend the agreed training course
- Paying course fees as appropriate.
- Note: Payment of course fees and salary is subject to satisfactory attendance by the individual. Also if that person resigns their post within 12 months of attending a course they will be required to pay back to the GCS two-thirds of ALL costs incurred.
- The employee must submit reports on the course (verbal and/or non-verbal, as agreed) after it is complete.

All Policies at the Greek Community School are reviewed annually