

Professional Development Policy

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Next Review:	June 2024

Our teachers are required to hold an internationally recognised Cambridge English CELTA (Certificate in Teaching English to Speakers of Other Languages) or Delta (Diploma in Teaching English to Speakers of Other Languages) qualification (or equivalent).

Classroom Observations

For quality control and development, observations by senior staff take place regularly. New teachers are observed within their first two weeks. New teachers should also peer observe and be observed by current staff as the sharing of new ideas can benefit all. You can arrange to be observed any time. Just ask the Director of Studies. You will receive a full report of the observation, with Areas of Strengths, as well as Action Points for you to work on. You can request that the observer target a particular area of your teaching for advice.

Peer Observations

Peer observations are also a regular part of STAR Exeter. You will be invited to take part in a peer observation every 3 or 4 months. You may be asked to peer observe after being observed by the Director of Studies as a way to improve an area that you should work on. You can 'partner' with another teacher and observe each other. The Director of Studies will arrange cover. Please check the 'Teacher Development' file in the staff room for Observation Tasks that may be helpful for you. You are required to complete a 'Peer Observation' form, both for lessons you observe and for lessons in which you are observed. You can request a peer observation of a teacher or technique that you are interested in.

TEFL 'webinars'

There are a lot of TEFL training opportunities available online. Webinars are seminars that you can access from your computer, either live or recorded. The British Council TEFL webinar site is www.teachingenglish.org.uk/webinars. A list of topics is also in the Teaching Development file in the staff room. If you would like to attend a webinar, please speak to the Director of Studies, who will arrange cover, or appropriate remuneration. You will be asked to feed back to the staff the highlights of your training.

Annual Appraisals

Permanent staff have a formal Appraisal once a year. This includes self-evaluation, discussion with the Director of Studies and an observed lesson with feedback. Sometimes a follow-up session may be scheduled.

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External Workshops, Conferences, Training

You also have the opportunity to attend Professional Development programmes organised by the Devon Directors of Studies Association throughout the year. Notices about these programmes are in the staff room. You can book yourself onto any of the sessions or you can ask the Director of Studies to book on your behalf. These take place every 2 months. You can also go to ELT related conferences such as the English UK South West TEFL Festival, the English UK national conference or the IATEFL conference. You will be asked to share any information gleaned from conferences or seminars either by giving a Professional Development session or by writing a report. All expenses will be reimbursed by the school. STAR Exeter is committed to Professional Development, and has a fund of £300 per permanent staff member per year for training. Please speak with the Principal if you wish to attend any of these. Extra funding may be available.

Monthly CPD sessions

Continuous Professional Development (CPD) at STAR Exeter

1. Introduction

At STAR Exeter, we are committed to fostering a culture of continuous learning and professional growth among our academic staff. To achieve this, we regularly conduct Continuous Professional Development (CPD) sessions. This policy outlines the purpose, process, and expectations for these sessions.

2. Purpose

The primary purpose of CPD sessions at STAR Exeter is to:

- Enhance the professional knowledge and skills of our academic staff.
- Stay updated with the latest trends and developments in the field of language education.
- Encourage collaboration, creativity, and innovation among our teaching team.

3. Frequency and Organisation

CPD sessions will be organised on a monthly basis, typically led by our Academic Manager. The frequency and topics of these sessions may be adjusted based on the evolving needs of our academic staff.

4. Topics and Content

CPD sessions will cover a wide range of topics related to language teaching, classroom management, pedagogy, assessment methods, technology integration, and more. The specific content and agenda for each session will be communicated in advance to the academic staff.

5. Participation

All teaching staff are expected to actively participate in CPD sessions. Attendance is mandatory, and exceptions may be granted only in exceptional circumstances with prior approval.

6. Record-Keeping

A record of attendance and participation in CPD sessions will be maintained for each academic staff member. This record will be used to assess and encourage individual professional development.

7. Sharing Knowledge

We encourage academic staff to actively participate in CPD sessions by sharing their expertise, experiences, and insights with their colleagues. This collaborative approach enriches the learning experience for everyone.

8. Evaluation and Feedback

At the end of each CPD session, academic staff are encouraged to provide feedback on the session's content, organisation, and effectiveness. This feedback is vital in shaping the future CPD sessions.