

Stone Bay Montessori and Beach School



Staff Training and Development Policy

Training and development of staff at Stone Bay Montessori and Beach School is considered vital to the effective operation of the school.

1. STAFF MEETINGS

- 1.1 Formal staff meetings are held at the beginning of each month.
- 1.2 A formal agenda is distributed before the meeting.
- 1.3 All staff members are encouraged to attend.
- 1.4 Minutes of the meeting are distributed to all staff members.
- 1.5 Informal staff meetings take place before school should there be any issues to be discussed.

2. STAFF SUPERVISION AND ON-THE-JOB-TRAINING

- 1.1 Staff supervision will be an on-going process with opportunity for a short formal one-to-one given on a termly basis. On-the-job-training is given to all staff members should it be required.
- 1.2 A new staff member will work in an area with an experienced teacher until they feel comfortable to work independently.
- 1.3 Should a staff member need more intensive training and practice with the Montessori apparatus, sessions will be held on a Monday afternoons after school.
- 1.4 All new staff will get comprehensive training on our online system - My Montessori Child

3. TRAINING COURSES

- 1.1 Staff are encouraged to attend at least one training course each term (unless they are currently completing a recognised child care training programme on a part-time basis e.g. Montessori Diploma).
- 1.2 Courses offered by the Kent council can be accessed on-line at the following websites: <https://kscb.melearning.university> and https://spiritcrm.co.uk/OAuthServer/Account/Login?ReturnUrl=%2FOAuthServer%2FOAuth%2FAuthorize%3Fclient_id%3D354dff02-0bb7-47e2-b2c1-ef38cfb5d251%26response_type%3Dcode%26state%3Dlogin%26redirect_uri%3Dhttps%3A%2F%2Fcpdonline.theeducationpeople.org%2Flogin%2Foauth.asp These are available to all staff members.
- 1.3 When joining all staff are required to complete basic training through the borough courses. Please see staff handbook.
- 1.4 Courses run by MCI can be found in the training folder at School.
- 1.5 The school is prepared to pay for any course that is deemed relevant to an employee.
- 1.6 A certificate of attendance for each training course must be included in the Staff Training and Development folder.