

Heavers Farm and Selsdon Primary Schools

Professional Development, Degree and Masters Policy for Staff

June 2016

The Federation of Heavers Farm and Selsdon Primary Schools welcomes the commitment of its staff to seek further training and qualifications and, within the practicalities of its budget, is keen to support staff in this respect. As part of the school's commitment to support on-going professional development, Governors have produced the following policy which applies to all staff.

Governors will seek to support members of staff who wish to further their qualifications by studying for a professional qualification, degree, MA or further academic qualification, such as a PhD or similar.

Therefore, we welcome applications from staff for funding of the costs involved.

Governors have set the following conditions:

- 1) We will consider funding up to the total tuition costs.
- 2) We will fund tuition costs only (not living costs, resources, books etc.)
- 3) The amount of funding available each year is dependent on the funds available in the school budget.
- 4) Any member of staff receiving the funding will be required to commit to remaining in their post at our schools for each of the years they are funded, and that they will remain in employment at the schools at least until the end of the year following the completion of the course/training.
- 5) Members of staff who leave before this will be expected to repay the costs of the training/course.

The award of any funding is discretionary and depends on the individual circumstances of the member of staff, the perceived value to the school and the funds available in the school's budget.

Applications should be submitted to the Executive Headteacher¹. Governors have delegated the decisions to agree to funding to the Executive Headteacher.

In making his/her decision the Executive Headteacher¹ will consider:

- The stage at which the member of staff is in his/her career and whether it is likely that their studies would affect their ability to perform their role in the school
- Whether the subject of the additional qualification would have any specific benefit to the school (note that the absence of such a benefit would not automatically lead to the request being denied)
- The member of staff's previous academic qualifications
- The length of time the member of staff has worked in the school
- The balance of the school's budget and the number of requests for funding being received in any one year.

Staff who disagree with the Executive Headteacher's decision may appeal against it by using the school's grievance procedure.

¹ Note that when the teacher applying for the funding is the Executive Headteacher then the Chair of Governors ¹shall be responsible for receiving the application and making the decision