

Staff Development Policy

Green Valley Academy
(In Partnership with the University of Wolverhampton)

1. Purpose and Scope

The purpose of this policy is to outline Green Valley Academy's commitment to the professional development and continuous improvement of all staff. The Academy recognises that effective staff development is fundamental to achieving institutional excellence, student success, and compliance with the University of Wolverhampton's quality assurance standards and the Office for Students (OfS) regulatory framework.

This policy applies to all employees, including academic, administrative, support, and management staff involved in the delivery or administration of higher education programmes.

2. Principles and Objectives

Green Valley Academy is committed to fostering a culture of continuous professional growth through the following principles:

- **Quality Enhancement:** Staff development activities are designed to improve teaching quality, student support, and institutional performance.
- **Equity of Access:** All staff have equal access to learning and development opportunities.
- **Collaboration:** The Academy works with the University of Wolverhampton to ensure staff meet the required academic and professional standards.
- **Relevance:** Development priorities are aligned with institutional strategy and emerging educational trends.
- **Accountability:** Each staff member is responsible for engaging in their own professional development.

3. Induction and Mandatory Training

All new staff undergo a formal induction programme covering the Academy's mission, vision, policies, health and safety procedures, safeguarding, equality and diversity, and academic quality standards. Mandatory training includes GDPR compliance, Prevent Duty awareness, safeguarding, and equality training. Staff are also introduced to University of Wolverhampton quality procedures and learning systems where applicable.

4. Continuing Professional Development (CPD)

Green Valley Academy supports ongoing professional learning through structured CPD activities. All staff are expected to undertake a minimum of two CPD activities annually, which may include:

- Participation in workshops, conferences, or seminars;
- Engagement in peer observation and reflective practice;
- Completion of accredited qualifications (e.g., PGCE, Level 5 Diploma in Education and Training);
- Research, publication, or scholarly activity;
- Industrial placements or engagement with employers to maintain professional currency.

5. Academic Qualifications and Industry Engagement

Teaching staff are encouraged to maintain or enhance their academic qualifications and industry experience relevant to their teaching areas. Where required, the Academy may sponsor staff to undertake additional qualifications or certifications aligned with institutional needs and the University of Wolverhampton's expectations.

6. Performance Review and Appraisal

All staff participate in an annual performance review process to evaluate achievements, identify development needs, and plan future goals. The review incorporates feedback from students, peers, and line managers, and includes a discussion of CPD participation and career progression.

7. Funding and Support

Green Valley Academy allocates an annual professional development budget to support staff training, external courses, and attendance at professional events. Staff may apply for

funding for external learning opportunities, subject to approval by their line manager and the Principal.

8. Monitoring, Review, and Governance

The implementation of this policy is overseen by the Senior Management Team and monitored through the Quality Assurance and Enhancement Committee. An annual Staff Development Report is submitted to the Academic Council and shared with the University of Wolverhampton to evidence compliance and enhancement.

This policy is reviewed annually to ensure continued alignment with OfS requirements, national benchmarks, and partner expectations.

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