



PROFESSIONAL DEVELOPMENT POLICY FOR BEAUTIFUL BEGINNING ACADEMY

Policy Statement:

Beautiful Beginning Academy recognizes the mutual benefits of providing staff members with opportunities for continuous development and training. We are committed to supporting our staff in accessing the necessary training to excel in their roles at the academy. This support encompasses both internal training and participation in external events when deemed suitable.

Professional Development by the School:

Professional development for our staff will be organized on a termly basis, as outlined below:

1. Departmental Weekly Meetings: These meetings will be conducted within departments and will involve teaching and non-teaching staff.
2. Termly Nomination for External Training: Staff members may be nominated to attend external professional development training, based on their roles and developmental needs.
3. Termly In-House Training: In-house training will be offered as needed to address specific staff development requirements.
4. Annual Training during Teachers' Week: A comprehensive annual training session will be scheduled for all staff members, particularly before the commencement of the first term.

Additional Professional Development Opportunities:

Beautiful Beginning Academy will provide additional professional development opportunities, including:

1. Peer Observation and Feedback: Staff members can engage in peer observation and provide constructive feedback to support each other's development.
2. Weekly Feedback from the Curriculum Monitoring Team: Regular feedback will be provided to staff members by the curriculum monitoring team to aid in their growth.
3. Annual Appraisal: Heads of departments, principals, and the headteacher will conduct annual appraisals to assess the professional development needs and progress of staff.

Self-Development:

All staff members are encouraged to seek out additional opportunities for their own academic development. They are also urged to inform the school of such opportunities. Beautiful Beginning Academy will support employees in this regard by notifying them of relevant training events and assisting with learning resources when necessary. Staff members are also encouraged to pursue part-time academic training, and the school will provide support to ensure that it does not conflict with their work at the academy.

Process for Accessing Training:

1. Staff members seeking to attend self-funded training must request leave for such training.
2. Heads of departments (HODs) will apply to the school's management for any relevant external training identified as necessary for staff development.
3. All staff are expected to participate in in-house professional development and training as identified for staff growth.
4. Staff members can request participation in school-sponsored external training through their respective HODs.

This Professional Development Policy is designed to promote continuous growth and improvement among staff members at Beautiful Beginning Academy. It will be reviewed and updated as necessary to align with the evolving needs and best practices in professional development.

Date of Policy: [Insert Date]

Signed: [Head Teacher's Name]

Head Teacher, Beautiful Beginning Academy, Abuja