

Policy STA4

TUTOR PROFESSIONAL DEVELOPMENT AND SUPERVISION

This policy sets out the rationale for, and entitlement to, ongoing professional development and supervision for programme staff at the Workcentre. It also explains the process for selecting, scheduling, financing and evaluating training and supervision opportunities and lists Workcentre-approved supervisors.

See also: Staff Selection and Induction policy

Introduction

The Golden Bay Workcentre Trust (GBWCT) is committed to ensuring that all training programme tutors and programme support staff receive appropriate support while they are working directly with students, and have access to ongoing professional development.

More broadly, the ongoing development and support of all Trustees, staff and volunteers is held paramount by GBWCT, and is considered an integral part of the relationship between the Trust, staff and supporters of the Trust.

PART ONE: PROFESSIONAL SUPERVISION

1. Purpose

- 1.1. Professional Supervision is intended to support tutors and key programme staff while they are actively working with students.
- 1.2. Professional Supervision provides an opportunity for GBWCT staff to discuss their work and experiences at work with an independent, qualified person. Staff can talk through professional issues in confidence and receive objective feedback, support, skills development and 'extra vision' from their Supervisor.

2. Eligibility

- 2.1. The GBWCT funds Professional Supervision for:
 - Tutors who work more than 20 hours in total in any single week on any one programme – i.e. Main Tutors and Course Coordinators; and
 - Life Skills tutors and administration staff directly related to any one programme.
- 2.2. Professional Supervision is only available during the period of employment, as set out in individual Employment Agreements. This is to ensure that the tutor receives the full benefit of Supervision while they are working with the student(s) in the learning environment.

3. Schedule

- 3.1. Professional Supervision sessions will be scheduled:
- every 2 months during teaching periods; and/or
 - on a justifiable as-required basis (at the discretion of the Manager).
- 3.2. It is strongly recommended that eligible staff undertake at least one session of Supervision within the contracted period of employment.

4. Responsibility

- 4.1. It is the responsibility of the Manager to ensure that:
- all eligible staff are made aware of their entitlement to Professional Supervision, and know how and when to access it;
 - the Professional Supervisor chosen by the tutor is on the list of GBWCT-approved providers;
 - the Supervisor provides GBWCT with an appropriate invoice for the session and is paid; and
 - GBWCT funds are allocated and used for this purpose.

5. Approved Supervisors

- 5.1. GBWCT staff may select a Professional Supervisor who themselves participate in regular professional supervision which includes, but is not limited to, the following:

Nicola Kim Finlayson ph. 525 6032

Sabine Wick **ph. 525 8642**

Staff will discuss their choice of Professional Supervisor with the Manager before engaging their services. Working within the constraints of resources means that the extent of the Supervisors hourly rate may be a governing factor. Supervisors will be paid on the presentation of a correct Tax Invoice.

PART TWO: PROFESSIONAL DEVELOPMENT

6. Purpose

- 6.1. GBWCT is committed to delivering quality programmes of learning for its students. One of the ways it does this is by ensuring that all personnel, whether voluntary or employed, are appropriately qualified and skilled for the tasks they perform.
- 6.2. GBWCT recognises that while existing qualifications, skills, abilities and personal qualities may enable staff to fulfil the terms of their employment, it is to the

benefit of all to recognise and extend these through ongoing training and development, and where appropriate, through the attainment of formal qualifications.

7. Eligibility

7.1. All GBWCT staff and volunteers are encouraged to request and attend professional development opportunities relevant to their employment.

7.2. The professional development needs of GBWCT staff and volunteers will be determined in several ways. These include:

- Performance reviews
- One-to-one discussions between staff and management
- Information shared at Tutors' meetings
- Staff requests for specific training
- Management's determination of relevant and appropriate skills development, or skills development not previously undertaken
- Recognition of developments within the tutoring field
- Regular update of pertinent skills (e.g. conflict management, first aid)

8. Programme

8.1. The annual programme of professional development will be selected and scheduled by the Manager in consultation with the Management Team as opportunities arise throughout the year. The content of the programme will necessarily vary from year to year and will be informed by data collected from the processes identified in 7.2.

8.2. GBWCT takes a 'whole person' view of professional development. Consequently educational opportunities will cover a range of topics and activities, including aspects of personal and inter-personal development. The programme will reflect both the needs of individual staff and the GBWCT as a whole, as identified above.

8.3. It is preferable to have training delivered onsite at the Workcentre by external tutors and facilitators to ensure best use of a limited budget, and that the maximum number of staff can attend. Whenever practical staff members will share training with staff who have been unable to attend.

9. Responsibility

9.1. It is the responsibility of the Manager to ensure that:

- all staff are made aware of their entitlement to ongoing professional development, and have access to training opportunities that are appropriate to the nature and term of their employment;
- the annual programme of training opportunities is decided in consultation with the Management Team;

- all staff are informed of the training programme for the year, and know whether, how and where they can access each part of the programme;
- staff are not prevented from attending approved training by work commitments;
- all training is provided by a credible and appropriate provider, and certification is provided to course attendees where appropriate; and
- GBWCT Trustees are updated annually of all staff training undertaken in any one year.

10. Evaluation and review

- 10.1. Evaluation is a continual and ongoing process.
- 10.2. The Manager welcomes feedback from staff on any aspect of the professional development policy and process as outlined above, or on specific training that has been undertaken.
- 10.3. At any time, the Manager, the Management Team, the Trustees or a staff member can ask for a meeting to evaluate policy or procedure. Regular reviews are also conducted at regular tutor meetings, and/or may be included on the agenda of the meetings of the Board of Trustees
- 10.4. Policies will be amended as directed by the Trust after due consideration and process.