

STAFF DEVELOPMENT POLICY

Approving Body	Trust
Date of Last Review	September 2025
Statutory (Y/N)	N
Responsible Officer	BMAT CEO for and on behalf of the Trust

BMAT is an exceptional employer – we run schools our staff enjoy working in. Staff are well supported, they have access to great career development, and they receive superb benefits.

We are imaginative in our approach to supporting staff – and we do the things that matter to them - manageable workload, an on-site nursery, cost-of-living support, private healthcare and more.

Staff continue to work at BMAT schools for long periods of time because of the positive atmosphere, great working conditions, excellent career prospects and Continuous Professional Development, including funding external qualifications.

I. PURPOSE, SCOPE AND GUIDING PRINCIPALS

1. This Policy exists to outline BMAT’s commitment to continuous professional development for all staff recognising that a well-trained, highly skilled workforce is essential for delivering quality education and achieving our mission.
2. NELTA is the heart of CPD at BMAT, responsible for leading the strategy and implementation of effective staff development from training to leadership
3. This policy outlines our commitment to equipping staff with the skills, knowledge, and support they need to excel in their current roles and prepare for future opportunities, while aligning staff development with the School and Trust Improvement Plans and fostering a culture which provides young people with the best education possible.
4. The aim of this policy is to ensure that every young person receives the best education possible. By providing career-spanning outstanding teacher education NELTA’s mission is to raise standards in education to ensure that each and every student reaches their full potential. By offering training and development which partners high expectations with high quality teaching, inclusive practice and continuous improvements we aim to produce nationally impressive results. The BMAT Trust Executive has overall responsibility for the oversight and implementation of this Policy; and for reviewing it annually.

II. ROLES AND RESPONSIBILITIES

NELTA’S PROFESSIONAL DEVELOPMENT RESPONSIBILITIES

5. NELTA’s responsibility is to support BMAT schools to further improve outcomes for children and young people and quality of education in the Trust by providing innovative, relevant and impactful training for all staff
6. The Head of NELTA will maintain strategic overview of CPD and will ensure that staff have tailored access to high-quality delivery programmes to support teacher’s understanding of how to raise attainment and improve progress, know how to deliver high quality teaching and learning and how to hone their leadership skills to meet the aims of the organisation.
7. NELTA’s initial Teacher Training programme will deliver the highest quality training to improve staff skills and performance through a network of sector experts and subject specialists who develop BMAT teachers through regular mentoring, assessment and development opportunities.

8. NELTA will undergo regular review and reflection of the service offered to ensure that quality provision is maintained within a balanced budget, looking to futureproof teacher development strategy in line with financial sustainability supporting the Trust and the children in it.

SCHOOL PROFESSIONAL DEVELOPMENT RESPONSIBILITIES

Trust Executive:

9. Approve and regularly review the staff development policy.
10. Monitor the effectiveness of the professional development programme and its alignment with school objectives.

Headteachers:

11. Ensure the implementation of this policy across the school
12. Provide leadership to ensure that staff development aligns with the School Development Plan.
13. Allocate necessary resources to meet staff development goals

Heads of Department / Subject post holders/ Heads of School:

14. Monitor the delivery of CPD within their respective departments.
15. Ensure that training aligns with departmental goals and teaching standards.
16. Support staff in developing and implementing their individual professional development plans.

Individual Staff Members:

17. Take responsibility for their own professional development, engaging fully with the CPD opportunities provided by BMAT and NELTA.
18. Maintain a Professional Development record that tracks goals, progress, and outcomes of all CPD activities utilising online platforms and school feedback systems

III. TYPES OF CPD ACTIVITY

19. In-school training directed by NELTA which utilise the in-house expertise of those within the BMAT community.
20. Attendance at an internal or course or conference.
21. Engagement in one of BMATs leadership opportunities, including but not restricted to, Seminars, Line Management meetings, coaching, shadowing and 1:1 or small group bespoke training sessions.
22. School visits to observe and discuss best practice.
23. Undertaking an external qualification with the agreement of BMAT
24. Partaking in one of BMAT's opportunities such as the Pedagogy Projects or Sustainability Champion initiative
25. Distance learning for a relevant CPD opportunity pertinent to BMAT school or agreed individual development
26. Bespoke training for the ITT and ECT programme either as mentor or participant
27. School-based work through accessing an external advisor or consultant to support specific and identified skills

28. This list is not exhaustive but reflects some of the common opportunities available at BMAT through NELTA. Those requests which fall outside of the scope of the above, will be considered by line managers, Head of NELTA and Heads of School.

IV. PROCEDURE WHOLE SCHOOL STAFF DEVELOPMENT

29. CPD will be aligned with the School Development Plan to ensure that staff development contributes to the overall improvement of teaching, learning, and school operations or aligned with an individual's development needs pertinent to them.
30. NELTA will continue to run an outstanding Initial Teacher Training provision serving BMAT and the local area in line with the SIP and is committed to developing even further the excellent ECT programme to continue to support impressive progress from early career teachers working at BMAT.
31. NELTA will provide leadership development for staff to engage in by offering a range of immersive leadership experiences and opportunities through school structures and training.
32. NELTA will promote collective discussion and cross trust collaboration around teaching, learning and assessment.
33. NELTA will provide training on specialist areas of inclusion including ASD, Dyslexia and SEMH and promote staff individual development by enabling colleagues to attend bespoke or external CPD which promotes individual and school goals.
34. NELTA will educate students and involve staff in sustainability and climate change.
35. NELTA will ensure that every member of staff participates in the appropriate performance management process. Targets will be set at the beginning of the academic year, reviewed mid-year, and formally evaluated at the year's end. These targets will be linked to both school and personal development objectives.

V. PROCEDURE INDIVIDUAL STAFF DEVELOPMENT

36. Requests for individual staff CPD should relate to either the SIP or individual performance appraisal targets
37. Requests for individual CPD should be discussed with line managers in advance of submitting requests to NELTA
38. Requests for CPD from individual staff members will be reviewed by the NELTA Vice Principal and may be refused if clear rationale and impact cannot be demonstrated in the application.
39. SLT, Trust Executive and NELTA will continuously review CPD requests to ensure that there is fair and equitable access to CPD opportunities for all staff at BMAT.
40. SLT, Trust Executive and NELTA will review funding allocations for CPD to ensure that access is equitable and consummate with the identified training needs for all areas and where pertinent assess value for money regarding each training opportunity.

VI. EVALUATION OF CPD ACTIVITIES

- 41. To ensure that staff professional development activities undertaken are impactful for students, staff and contribute to school improvement evaluation must be completed for all individual CPD requests.
- 42. Individual CPD evaluations should take place using the form in Appendix A
- 43. Whole staff CPD will invite evaluation at timely points in the academic year, so as to be mindful of unnecessary burden on the staff population but to ensure that NELTA responds to CPD appropriately, supporting the development needs of the widest possible population

VII. PROFESSIONAL DEVELOPMENT REQUESTS PROCEDURE

- 44. All requests for professional development courses must be linked to school, department and personal professional development objectives.
- 45. All requests will be reviewed by line managers and Headteacher/Principals.
- 46. All courses with a cost >£500 or which are National Professional Qualifications (NPQs) require Trust Executive approval and completion of Appendix B.
- 47. The following should be used to guide applications:

Cost of course is <£500	Complete Appendix A
Cost of course is >£500	Complete Appendix B
Course is a NPQ (either with/without cost)	Complete Appendix B

BMAT Professional Development Request Form

Booking procedure

1. CPD courses must be approved and signed below by line managers and Principal/Headteacher and arrangements must be in place for any cover resulting from course attendance.
2. CPD courses with a cost of up to £500 are to complete this form. For courses with a cost of greater than £500, use Appendix B.
3. Once this has been agreed return to admin@nelta.co.uk with your line manager cc'd for approval.
4. The request form will be reviewed and an email outcome will be sent to applicants.
5. If CPD requests are approved, NELTA will send applicants an email confirming this and a PO number for applicants to book chosen CPD.
6. If CPD requests are rejected feedback will be returned to line managers
7. Once courses have been attended you must complete the CPD reflection form using the Microsoft link on this form within one week of attending.

Please note: CPD requests must be made at least 14 days prior to the date of the event. Any requests made outside this time will only be considered in extraordinary circumstances.

Department:	
Name:	
Course Title: <i>(Attach course information to this form printed or via email)</i>	
Cost of course:	
Budget code (if cost associated):	
After discussion with line manager how have you agreed that this course will support school development?	
Your Classes:	
Your Department:	
School Strategic Objectives:	

Date(s):			
Length of Course:			
Location:			
Provider:			
Location:			
Travel (if applicable):			
Cover impact (if applicable):			
Approval			
Approved by line manager:		Date:	
Approved by Headteacher/Principal:		Date:	
Approved by cover coordinator:		Date:	
Approved by NELTA:		Date:	
Course Booked:		Date:	
Evaluation Link NELTA CPD Evaluation		Due date for completion (one week after course)	

Appendix B – Agreement for Personal Development Funding

Agreement for Personal Development Funding

This agreement is to be used for CPD/training costs where the cost is £500 or greater; the agreement is for both parties to commit to the payment but to ensure that BMAT receives the best return from the investment.

This form must also be used for all NPQ (National Professional Qualification) applications, whether or not there is a cost associated.

Name of Course:	
Duration of Course: <i>(Start and End Date if available)</i>	
Course Provider: <i>(Attach information to request)</i>	
Intended Outcomes:	<ul style="list-style-type: none"> • • •
Links to School Improvement Plan:	<ul style="list-style-type: none"> • •
Total Cost of Course:	
BMAT Contribution:	

1. Introduction	<p>Each application will be treated individually to meet the needs of the individual schools and the Trust.</p> <p>Application must demonstrate how the training will impact on the School Improvement Plan. Where applications are approved, BMAT may contribute to the training cost.</p>
2. Repayment Terms	<p>If an employee resigns during training for which BMAT is paying for agreed training (or is liable to pay) the employee will be required to repay the full cost of the training.</p> <p>The Trust operates a sliding repayment scale, see below, so that the amount that the employee is required to repay is reduced at defined intervals. Once the employee has completed 24 months service from the date of the end of the training, they will not be required to repay any of the costs of the training should they resign.</p> <ul style="list-style-type: none"> • Before attendance on the training course, but after, the Trust has already incurred liability for the costs, 100% of such costs shall be repaid; • During the training course, or within 12 months of completing the training course, 100% of the costs shall be repaid; • More than 12 months, but no more than 18 months after completion of the training course, 50% of the costs shall be repaid; • More than 18 months, but no more than 24 months after completion of the training course, 25% of the costs shall be repaid
3. When Repayment May Be Waived	<p>Where the employee leaves, with the written and signed agreement of the Trust, repayment will not be recovered.</p>
<p>BMAT reserves the right, on the employee's resignation, to require them to repay the Trust for training costs that they owes from their final salary payment.</p> <p>I agree to the repayment terms set out above.</p>	
Employee Full Name:	
Employee Signature and date:	

SLT Line Manager Support	
The intent of this professional development has been discussed, and it has been agreed that the completion of the course will significantly contribute to the (insert name) Improvement Plan.	
SLT Line Manager Name:	
SLT Line Manager Signature:	
Trust Executive Authorisation	
Name:	
Position:	
Signed:	
Date:	

Completion of Training:	
Date Staff member due to complete agreed training:	
Payment in line with the timeline outline in this document will be due to BMAT if a resignation is received before:	
If appropriate, Trust Executive have waived payment for this training:	