

Wicklewood School

Policy for INSET Provision

Reviewed 28th February 2013
By the Curriculum Committee



POLICY FOR INSET PROVISION

All curriculum areas will require INSET (in-service education and training) provision in some form, either for the whole school staff or for individual members of staff, over the course of time.

INSET needs may be identified in a number of ways:

- an inspection or advice from an external body such as Ofsted or the County Advisory Team;
- a curriculum review/evaluation;
- in response to the annual renewal of the School Improvement and Development Plan
- an individual member of staff's Performance Management Review
- as a result of discussions with the SIP (School Improvement Partner)
- as a result of a county or national training initiative

In all cases, INSET is viewed positively as a way to develop staff and to promote career opportunities, and thereby enhance the learning and teaching at Wicklewood Primary School. It is expected that the Curriculum Leaders for each curriculum area, along with the Senior Leadership team, would have a key role to play in the identification of INSET needs for their area.

When identified, INSET needs are recorded and prioritised by the INSET Coordinator, who is also the Headteacher. Consultation may be undertaken with other members of the Leadership Team.

The needs of individual staff are always considered as part of the overall INSET provision which is, in turn, firmly related to the SIDP. Standards funding is also considered.

INSET may be provided for any curriculum area by: members of the school staff with a particular expertise or experience; the local INSET cluster group of primary schools; advisory teachers; staff from a College of Higher Education; INSET courses; peer mentoring; in-school coaching or team teaching; use of videos/DVDs; directed reading and research.

The INSET arranged and provided for individuals or the whole staff may take place: after school in 'twilight' sessions; on INSET days; during the school day (provision of supply cover will need to be considered). Where individual staff go on courses, the expectation is that the content will be disseminated as appropriate to the relevant staff.

The effectiveness of any INSET provision will be reviewed by the INSET Coordinator and the curriculum leaders. Such reviews will take into account the course evaluation forms and the INSET day evaluations that members of staff may complete, but must also relate to the impact within the classroom on learning and teaching. Whole School INSET will be evaluated as part of the SIDP.