

Professional Development Framework for school Based Support Staff

This is an [outline guide](#) only and opportunities may change (July 2010)

Role	What can I do myself?	How might my school support me?	What opportunities may there be for me to link with other schools?	What opportunities may be available through the Local Authority?	Opportunities through National Programmes
All newly appointed Support Staff	<ul style="list-style-type: none"> Consider joining a Professional Association or Union Start a continuing professional development (CPD) file Consider your career goals Become familiar with the National Occupational Standards relevant to your role Explore the school and local authority websites Visit the Training and development Agency (TDA) website for the support staff career development framework Study the school's mission statement and read about the policies relevant to your role Find out about the 5 Every Child Matters (ECM) Outcomes for all children and young people 	<p>Induction to school in order to:</p> <ul style="list-style-type: none"> Understand roles and responsibility within the school Understand about school policies and procedures (for example, Safeguarding policies and protocols and the named Child Protection person) Your role, your Job Description and the relevant National Standards Ensure that you understand the probationary period and the mechanisms for performance review 		<ul style="list-style-type: none"> Welcome reception for all new staff to Royal Borough Schools Support staff Induction Award (currently being developed) 	<ul style="list-style-type: none"> Skills for Life – National Literacy/Numeracy Level 2 - Adult Education Move On/Learn Direct ECDL/ITQ National Vocational Qualifications
Administration and Finance Support Staff	<ul style="list-style-type: none"> Understand the school improvement plan and the part you can play Maintain a CPD file Reflect upon the National Occupational Standards relevant to your role Consider career goals and discuss with line manager Prepare for and undertake professional development reviews as part of the schools Performance Management arrangements Indicate training needs through professional review Undertake development opportunities Enrol for Basic Skills/L2 Literacy/Numeracy if not already held Participate in mentoring new colleagues 	<p>In addition to Induction (above):</p> <ul style="list-style-type: none"> A clear and up to date Job Description which is discussed during 1:1 performance management meetings Peer Coaching or mentoring Observation and feedback (as part of the performance management process) Peer observation (of and by peers) The school may provide a mentor to support you undertaking work based qualifications Performance management 1:1 meetings to reflect upon performance, to discuss and agree professional priorities that link with school priorities, national occupational standards and career aspirations Guidance regarding how to keep a CPD file and how it should be used to demonstrate evidence for the National Occupation Standards Opportunities to review school policies and protocols relevant to your role Job Shadowing Participation in staff meetings Opportunities to mentor less experienced colleagues Support to attend training and development identified during performance management 	<ul style="list-style-type: none"> Local support staff networks Training opportunities through local networks Sharing good practice through local networks Best practice visits to other schools (for example through the 'Open Doors' programme) 	<ul style="list-style-type: none"> Senior Administration Officer (SAO) Forum held twice a term at a local school SAO Annual Conference SIMS training and support Courses available through the Local Authority CPD programme (you can search the CPD programme on line: www.rbkc.gov.uk/isaacnewtonsearch/default.asp Speak to your school CPD Leader Training and Development opportunities through the RBKC Student Centre (accessed via the Intranet) 	<p>As above plus ...</p> <ul style="list-style-type: none"> Certificate in Support Work in Schools NVQ in Team Leading Certificate in Business Administration Certificate / Diploma in School Business Management
Caretakers/ Site Managers	As above	As above	As above	<ul style="list-style-type: none"> Site Managers Forum held termly at a local school Training and Development opportunities identified through the Site Managers Forum Courses available through the Local Authority CPD programme (you can search the CPD programme on line: www.rbkc.gov.uk/isaacnewtonsearch/default.asp Speak to your school CPD Leader Training and Development opportunities through the RBKC Student Centre (accessed via the Intranet) First Aid at Work (through Student Centre) Manual Handling (through Student Centre) 	<p>As above (top line) plus ...</p> <ul style="list-style-type: none"> Certificate in Support Work in Schools Award in health and safety in the workplace Certificate in basic first aid NVQ in property and caretaking supervision Foundation Degree (eg in facilities management)
Cleaning and Site Support	As above	As above	As above	<ul style="list-style-type: none"> Courses available through the Local Authority CPD programme (you can search the CPD programme on line: www.rbkc.gov.uk/isaacnewtonsearch/default.asp Speak to your school CPD Leader Training and Development opportunities through the RBKC Student Centre (accessed via the Intranet) First Aid at Work (through Student Centre) Manual Handling (through Student Centre) 	<p>As above (top line) plus ...</p> <ul style="list-style-type: none"> Certificate in Support Work in Schools NVQ in Cleaning and Support Services Award in health and safety in the workplace Certificate in basic first aid
Cooks/ Kitchen staff/ Mid day meal supervisors	As above	As above	As above	<ul style="list-style-type: none"> Courses available through the Local Authority CPD programme (you can search the CPD programme on line: www.rbkc.gov.uk/isaacnewtonsearch/default.asp Speak to your school CPD Leader Training and Development opportunities through the RBKC Student Centre (accessed via the Intranet) First Aid at Work (through Student Centre) Manual Handling (through Student Centre) 	<p>As above (top line) plus ...</p> <ul style="list-style-type: none"> Certificate in Support Work in Schools Award in health and safety in the workplace Certificate in basic first aid Certificate in basic and intermediate Food Hygiene Award in food safety in catering NVQ in professional cookery
Team Leading	<p>Maintain activities listed above and....</p> <ul style="list-style-type: none"> Mentor and coach new colleagues Undertake development opportunities Consider career goals and discuss with line manager Train as a Reviewer to take a role in Performance Management Seek leadership and management qualification 	<p>As above and</p> <ul style="list-style-type: none"> Lead team meetings Make presentations at staff meetings when appropriate Act as reviewer in Performance Review interviews 	As above	<ul style="list-style-type: none"> Coaching , mentoring and solution focused training (see the CPD programme) Courses available through the Local Authority CPD programme (you can search the CPD programme on line: www.rbkc.gov.uk/isaacnewtonsearch/default.asp Speak to your school CPD Leader Training and Development opportunities through the RBKC Student Centre (accessed via the Intranet) 	<ul style="list-style-type: none"> Institute of Leadership & Management Certificates or NVQs Level 2, 3 and 4 Professional Certificate in managements Studies (the former CMS) A1 Assessor Awards