

FINANCE AND EMPLOYMENT COMMITTEE

25th November 2020

Annual Staff Development Report 2019/2020

This report covers the whole of the organisation including North Shropshire College who Herefordshire and Ludlow College merged with part way through the academic year on 1st November 2018. Different recording systems were being used during 2018/19 so this report has separate sections for Herefordshire and Ludlow College and for North Shropshire College.

Due to COVID-19, the cross-college staff development day programme for April was virtual with remote learning and in July, mainly virtual with some small groups of face-to-face learning.

1. HEREFORDSHIRE AND LUDLOW COLLEGE

- **Introduction**

During the academic year 2019-2020 the College supported 2512 individual Smartlog training records and 2193 individual direct and indirect training at a total cost of £20,013. This figure indicates the direct cost of the activities but not salary replacement costs. Staff development has again been focused on meeting individual and collective training needs and continues to strive to ensure value for money.

- **Governance**

Governors and student governors continued to attend workshops during the year which updated their knowledge on a number of areas including quality assurance, Ofsted EIF, Observation of Teaching and Learning and Teaching and Learning Mentors. Due to COVID 19 lockdown and restrictions training opportunities for Governors were reduced this academic year.

- **College Management**

College executives and operational managers completed a variety of events relevant to their posts which in total 94 individual training records. Topic areas included the range of Smartlog training currently available, Fire Warden/Incident Controller training, Safer Recruitment and Specialist Safeguarding, Basic First Aid and OTL training.

- **Professional Development Training**

The focus on teacher training once again remained a priority for 2019-2020. The requirements under the 2007 FE Teachers Regulations are no longer in place; however, the College still requires teaching staff to be qualified.

As at 31st July 2020 the HLNSC employed 298 teaching staff. Four members of staff enrolled on the Diploma in Education and Training. Four members of staff completed Assessor qualifications.

The Teaching and Learning Mentors provided support and drove learning developments across the College through continuous professional development sessions during the last three staff development days, the last two days being virtual. Face to face sessions included Goal Setting, Similarity & Differences, Graphic Organisers, Note Taking, and Repetition. The Team also provided remote

mentoring, delivering sessions on Transforming Learning through Microsoft Teams, What Evidence Says about Questioning. Staying Connected Through Microsoft Teams and produced Stream Channel video learning to assist with remote learning and engaging students.

The quality of teaching within the College continues to be monitored by the observation of teaching and learning process which ensures that standards are maintained.

- **Health & Safety and other Legislation training**

Health & Safety training has continued during the 2019-2020 academic year. Staff attended individual sessions in such areas as First Aid at Work, Emergency First Aid, Basic First Aid, Paediatric First Aid, Fire Warden and Incident Controller training, Food Hygiene, Safety Requirements of Abrasive Wheels, Evacuation Chair Training, Sexual Health – Train the Trainer, LADO Awareness Training, Safeguarding and Child Protection and further related legislation. Staff are continuing to access the Health & Safety online training package from Safesmart[®]. The training courses included: GDPR Awareness, Managing Safety, Fire Awareness, Fire Warden DSE users, Equality & Diversity, COSHH, Safeguarding and Prevent, Internal and External Conflict Training, Working at Heights and Manual Handling. Additional online training continues to be available through Moodle, for example, Data Protection, Information Security and Freedom of Information legislation and practices.

- **Curriculum-based and Support-based Job-related training**

These activities continue and ranged from conferences and meetings through to gaining specific qualification and skills required for roles within the College. Staff attended individual sessions on Concepts of Pedagogy, EBS Registers and the Engage App. Virtual learning included COVID-19 information and awareness, HLNSC Digital Platform Network and Mental Health Awareness. During 2019/2020, a high emphasis was once again placed on Safeguarding in Education – Child Criminal Exploitation & Up-skirting and a Safeguarding Update.

- **Teaching, Learning and performance measurement**

Teaching, learning and performance measurement activities included OTL training and OTL standardisation meetings, Understanding of Dyslexia and Other Learning Difficulties and Autism, Teaching and Managing Students with ADHD.

- **Information Learning Technology**

The focus in 2019/2020 concentrated on the use of Virtual and Digital Learning to support all staff in particular for teaching staff to use the facility with their students during Lockdown. Microsoft Teams and Microsoft Education training sessions were held remotely, together with hints and tips from the Mentoring Team on maintaining student participation and engagement. Moodle continues to be used to share best practice as well as store the latest College policies, forms and Health and Safety documentation.

The focus for 2020/2021 will continue be a mixture of both face to face and virtual professional development – for example, online learning help, learning practices delivered by the HLNSC Teaching & Learning Mentoring Team and HLNSC Digital Platform Framework. This focus will continue to support colleagues to adapt to remote delivery of lessons and complement and enhance the student experience across the college

- **Training and Development not related to job roles.**

Non-job-related development continued to be offered to all staff during the year. Staff requested places on a wide variety of internal courses during 2020-2021 which ranged from practical skills such as creative crafts, construction and land based short courses. Colleagues also accessed NCFE distance learning courses in a range of subjects. The College continues to support such activities and feels that it is an important part of the development of personal skills, rewards staff and encourages team building.

- **Major Training and Development Events and Staff Training Days**

The main training (including main Smartlog training) and development sessions throughout the academic year included:

Training Area	Number of Individual Training Records
What is ADHD Learning Resource	29
What Does Evidence Say About Questioning	26
Understanding dyslexia and other literacy difficulties	36
Transforming Learning Through Microsoft Teams	30
Tips for Positive Mental Health – Dr Anna James	117
Teaching & Managing Students with ADHD	28
Strategies for Remote Working	35
Staying Connected with Microsoft Teams	24
Similarity & Differences	66
Safeguarding Update	86
Returning to the Workplace – Dr Anna James	108
Repetition	63
Promoting English in Lessons	47
Possible Indicators of Dyslexia	41
Ofsted's New Framework	47
Notetaking	65
Mental Health Awareness	38
Making Sense of Autism	19
Microsoft Teams for Remote Learning	26
HM Gov Coronavirus Information	31
HLNSC Digital Framework	50
Graphic Organisers	66
Goal Setting	66
Engage App	31
Emergency First Aid at Work	17
EBS Registers	21
COVID-19 Staff Update	132
Coronavirus Information	38
Coronavirus & Your Well Being (MIND)	37
Child Criminal Exploitation & Upskirting	78
Autism – Developing an Understanding	38

Smartlog Online Training	Number of Individual Training Records
Basic GDPR	368
COVID-19 (Educational Settings)	239
DSE Users	110
E-Safety	396
Equality & Diversity Awareness	211
External Conflict Management	341
Internal Conflict Management	340
Fire Awareness	359
Safeguarding & Prevent	87

Breakdown of Training Session Attendance by College Sector – 2020/2021

Areas	18/19 Individual Training Records	19/20 Individual Training Records	% Difference
Males	1102	1724	+ 56.4%
Females	1967	2981	+ 51.6%
Total Volume of Training	3069	4705	+ 53.3%
By Staff breakdown:			
Management Spine	187	94	- 49%
Lecturers / Trainers	1324	2592	+95%
Support Staff	1558	2019	+29.6%
Total Volume of Training	3069	4705	+53.3%

- **Summary and Look Forward**

Staff Development has continued to focus on meeting the needs of both individuals and staff groups. These needs were identified in a number of ways including during the observation of teaching and learning procedure, annual appraisals, learner feedback, staff feedback and external influences such as legislation, Ofsted and Government strategies.

The College will continue to focus on its effectiveness in driving up the quality of the service provided to our learners and most importantly to ensure that ownership of quality lies with every individual staff member.

The focus for staff development in 2020/2021 will continue to include Safeguarding, stretch & challenge, developing and embedding English & maths skills in lessons, improving the quality of on GCSE English and maths courses, and continue to raise success rates on functional skills courses and raising aspirations to progress to higher-level education.

Teaching and Learning Mentors will continue to support and drive teaching and learning developments across the College throughout 20/21 both face to face and by virtual sessions.

The staff development delivery strategy will adapt during 20/21 to include a blended approach of both virtual and face to face sessions due to COVID-19 restrictions. The College's Continuing Professional Development Plan for 2020/2021 will continue to focus on the specific requirements of individuals and teams. The emphasis for continual employee CPD will be via on-line training, allowing the individual the flexibility of completing courses at their own pace, face to face and virtual sessions. The virtual staff development sessions offered during 19/20 capture and engaged more colleagues, enabling them to access the training remotely and allowed them flexibility to complete the training.

Training and development around English & Maths, Equality and Diversity and Prevent Duty, Mental Health, Challenging Behaviour and Safeguarding, will also continue into the 2020/2021 year.

- **Evaluation**

Staff development activities are evaluated in a variety of ways, including:-

- At regular College and Operational management meetings
- Course evaluations forms are produced by ADP/iHCM
- At weekly personnel/staff development meetings
- Electronic feedback sheets are completed and monitored during Staff Development Days;
- Staff annual appraisals cover the evaluation of staff development undertaken in the previous year and are linked to lesson observations for all teachers.

2. NORTH SHROPSHIRE COLLEGE

The October 2019 CPD Day at HLC and NSC provided the Teaching and Learning Mentors the opportunity to deliver discrete sessions on key themes to learner-facing staff, including lecturers, instructors, CTLs and curriculum-based managers. The areas focused by each of the 5 Mentors were as follows:

Mark Powell: *Goal Setting*
Attended by 37 staff

Kate Stellard: *Repetition*
Attended by 34 staff

Maxine Bellingham: *Similarity and Differences*
Attended by 33 staff

Jill Cawthray: *Graphic Organisation*
Attended by 34 staff.

Richard Price: *Notetaking*
Attended by 34 staff

Raising Awareness of Child Protection

Bev Jackson (Head of Learner Services) delivered a half-day session on Raising Awareness of Child Protection. The sessions was delivered to frontline Business Support staff including LSAs and Lecturers.

The session, delivered to 57 staff members in total, was received with positive feedback. Staff commented that the content was relevant and informative and that it further embedded an understanding of safeguarding issues as part of their role as professionals within education.

Windows 10 and Office 365 Training

On a number of occasions staff members had raised the request that they would benefit from dedicated training on IT skills, in particular the use of Windows 10 and Office 365. The sessions were focused in particular at Business Support staff who needed to upskill in order to perform administrative tasks more effectively.

The feedback from the sessions was generally positive however staff did also indicate that further training would be beneficial. It is clear that this is an ongoing training requirements which the College can look in to on an ongoing basis. Whereas most staff are able to operate Windows 10 and Office 365, they feel that they would benefit from more intermediate to higher-level training as well.

Purchasing Ordering Systems and Processes – Refresher

Line managers and authorisers of purchase orders/invoices had requested a refresher training on BluQube. The session, delivered by Emily Horne (Finance Assistant) clarified the process of raising and authorizing purchase orders. She also delivered training on how to navigate around the BluQube software.

Smartlog Online Training

Smartlog Online Training	Individual Training Records
Fire Awareness Training	81
Fire Warden Training	12
Equality & Diversity Awareness Training	7
DSE Users	111
E-Safety	6
Basic GDPR	124
COSHH Awareness	12
Covid-19 Educational Settings	200
External Conflict Management	161
GDPR for Education	147
Guide to Completing a Risk Assessment	12
Health and Safety at Work	138
Internal Conflict Management	156
Manual Handling	145
Safe Working From Home Practice	145
Slips, Trips & Falls in Education	149
Working at Heights Awareness	8

Teaching and Learning focused CPD

In February 2020 NSC ran a number of training sessions to focus on specific needs for lecturing staff at Oswestry and Walford campuses. The training, delivered by Nick Buchanan, a respected and experienced trainer within FE, focused on three key areas:

- Target Setting
- Teaching to Level 3
- Teamworking

The feedback received for each of the discrete elements was generally positive, with majority of the responses indicating that the training and the environment within which it was delivered were positive.

First Aid at Work

NSC has a number of staff across its Oswestry and Walford campuses who are trained in Emergency First Aid. However this pool has been further strengthened in terms of higher level training. The First Aid at Work training is delivered by St John Ambulance and is carried out over three days. Over the previous 12 months 5 staff members have completed this advanced level training, with more staff scheduled to undertake training in the next few weeks and months. It is felt this will give adequate cover for staff across both campuses.

Pediatric First Aid Training

The Footsteps Nursery situated at the Oswestry Campus undertook certified training in Pediatric First Aid – Level 3. This was aimed at those staff whose certification was scheduled to expire. The training was delivered on 26th September 2020 and certificates awarded on 9th October 2020. The training was attended by 12 staff members.

IOSH Training

The College responded to the staff training needs in terms of conducting risk assessments as part of the HASPs process. Staff had indicated that they felt there was a gap in the knowledge in how to conduct robust risk assessments. A total of 13 staff members were enrolled on to the 'Working Safely' course, validated by the Institution of Occupational Safety and Health.

3. STAFF DEVELOPMENT DAYS

Staff Development Days took place across the College during 2019/20 academic year. The July 2020 day was on line due to COVID 19 restrictions, this worked well as it gave staff who normally don't work on that day the opportunity to view sessions afterwards. This therefore meant that a rise in participation was seen.

Subjects covered included:-

- Principal's briefing including long service awards
- Ofsted terminology
- Schemes of work/sequencing
- Planning delivery for next year
- Safeguarding during COVID 19
- Getting the most out of returning to work
- Supporting remote learning
- COVID 19 update
- COVID 19 return to work arrangements and Q & A
- Ofsted terminology
- Curriculum intent
- Course files
- Safeguarding during COVID 19
- Getting the most out of returning to work
- Supporting remote learning
- COVID 19 update
- COVID 19 return to work arrangements and Q & A
- Understanding ADHD, dyslexia and dyscalculia
- Individual review of teaching, learning and assessment
- Concepts of Pedagogy for the Contemporary Classroom
- Differentiation, Pace, Stretch and Challenge
- Teaching Personal Development, Behaviour and Welfare
- Autism awareness
- Local Designated Safeguarding Officer (LADO)
- Targeted Safeguarding Training
- Emotional attachment
- Emergency First Aid
- Purchase Order Processing
- Purchasing System Workflows and Support
- Evidence based teaching
- EBS 'registers' session

Work has been undertaken to harmonise staff development arrangements and processes across the whole organisation. The recording of staff development is being worked on so that one system is used.

Debra Baldwin
Director of Personnel
18th November 2020