



SKOLA English in Exeter PROFESSIONAL DEVELOPMENT POLICY

All teachers appointed by the school will have the CELTA or Trinity Cert. qualification (or equivalent, i.e. 6 hours of assessed teaching practice on a validated course) for teaching English to foreign adult learners.

In-house Workshops

While you are here you are encouraged to develop professionally. Staff development seminars/workshops are held every 3 – 4 months in our school building (more often in the summer depending on staff experience and needs). They are delivered by the Director of Studies or by a member of staff with expertise in a certain area.

Classroom Observations

For quality control and development, observations by senior staff take place regularly. New teachers are observed within their first two weeks. New teachers should also peer observe and be observed by current staff as the sharing of new ideas can benefit all. You can arrange to be observed any time. Just ask the Director of Studies. You will receive a full report of the observation, with Areas of Strengths, as well as Action Points for you to work on. You can request that the observer target a particular area of your teaching for advice.

Peer Observations

Peer observations are also a regular part of Skola English in Exeter. You will be invited to take part in a peer observation every 3 or 4 months. You may be asked to peer observe after being observed by the Director of Studies as a way to improve an area that you should work on. You can 'partner' with another teacher and observe each other. The Director of Studies will arrange cover. Please check the 'Teacher Development' file in the staff room for Observation Tasks that may be helpful for you. You are required to complete a 'Peer Observation' form, both for lessons you observe and for lessons in which you are observed. You can request a peer observation of a teacher or technique that you are interested in.

TEFL 'webinars'

There are a lot of TEFL training opportunities available online. Webinars are seminars that you can access from your computer, either live or recorded. The British Council TEFL webinar site is www.teachingenglish.org.uk/webinars. A list of topics is also in the Teaching Development file in the staff room. If you would like to attend a webinar, please speak to the Director of Studies, who will arrange cover, or appropriate remuneration. You will be asked to feed back to the staff the highlights of your training.

Annual Appraisals

Permanent staff have a formal Appraisal once a year. This includes self-evaluation, discussion with the Director of Studies and an observed lesson with feedback. Sometimes a follow-up session may be scheduled.

External Workshops, Conferences, Training

You also have the opportunity to attend Professional Development programmes organised by the Devon Directors of Studies Association throughout the year. Notices about these programmes are in the staff room. You can book yourself onto any of the sessions or you can ask the Director of Studies to book on your behalf. These take place every 2 months. You can also go to ELT related conferences such as the English UK Southwest TEFL Festival, the English UK national conference or the IATEFL conference. You will be asked to share any information gleaned from conferences or seminars either by giving a Professional Development session or by writing a report. All expenses will be reimbursed by the school. Skola English in Exeter is committed to Professional Development, and has a fund of £300 per permanent staff member per year for training. Please speak with the Principal if you wish to attend any of these. Extra funding may be available.

Minimum required Professional Development is one training session per 12 weeks of employment (in addition to the initial observation). You will be able to list all sessions attended on your annual Appraisal form. Training sessions can be:

- A lesson observation, or peer observation, with feedback
- Attendance of an in-house workshop
- Attendance of an online TEFL 'webinar', and feedback to staff
- Delivery of an in-house workshop (these will be paid at £100 per 90-min. workshop)
- Attendance of a DDOSA workshop and feedback to staff
- Attendance of an ELT-related conference and feedback to staff