

# Staff Development Policy

**Empowerment International School**  
**Sulaymaniyah, Kurdistan Region of Iraq**



## 1. Purpose

The purpose of this policy is to establish a framework for the continuous professional development (CPD) of all staff at Empowerment International School. This policy ensures that staff members have access to high-quality training, mentoring, and growth opportunities to enhance their skills, improve teaching standards, and contribute to the school's mission of providing excellence in education.

## 2. Scope

This policy applies to all teaching and non-teaching staff, including administrators, support staff, and leadership personnel at Empowerment International School.

## 3. Objectives

- To support the professional growth of all staff members.
- To improve teaching and learning outcomes through targeted training.
- To foster a culture of lifelong learning and collaboration.
- To align staff development with the school's strategic goals and educational standards.
- To ensure compliance with local and international educational requirements.

## 4. Principles

- **Equity & Inclusion:** All staff members will have access to professional development opportunities.
- **Relevance:** Training will align with individual, departmental, and school-wide needs.
- **Continuous Improvement:** Staff development is an ongoing process, not a one-time event.

- **Collaboration:** Staff are encouraged to share knowledge and best practices.
- **Accountability:** Staff and school leadership share responsibility for professional growth.

## 5. Professional Development Opportunities

### A. Mandatory Training

- **Induction Program:** New staff will undergo orientation covering school policies, curriculum, and culture.
- **Child Protection & Safeguarding:** Annual training on student welfare and safety.
- **First Aid & Emergency Procedures:** Basic training for all staff.

### B. Voluntary & Career-Enhancing Training

- **Workshops & Seminars:** On pedagogy, technology integration, classroom management, etc.
- **Higher Education Support:** Financial or logistical assistance for further studies (subject to approval).
- **Peer Observations & Mentoring:** Structured feedback and coaching among staff.
- **Online Courses & Certifications:** Access to platforms like Coursera, EdX, or local providers.
- **Conferences & Networking:** Opportunities to attend local and international education events.

### C. Leadership Development

- **Management Training:** For current and aspiring leaders.
- **Succession Planning:** Identifying and preparing future leaders within the school.

## 6. Responsibilities

### A. School Leadership

- Allocate budget for staff development.

- Identify key training needs through performance reviews.
- Monitor and evaluate the impact of professional development.

## **B. Staff Members**

- Actively participate in relevant training.
- Apply new skills in their roles.
- Provide feedback on training effectiveness.

## **C. Human Resources (HR) Department**

- Maintain records of staff training.
- Facilitate access to professional development resources.

## **7. Funding & Support**

- The school will allocate an annual budget for staff development.
- Partial or full sponsorship may be provided for approved courses.
- Staff may apply for funding with justification of relevance to their role.

## **8. Monitoring & Evaluation**

- **Feedback Surveys:** After each training session.
- **Performance Reviews:** Assessing the application of new skills.
- **Impact on Student Outcomes:** Tracking improvements in teaching quality.

## **9. Policy Review**

This policy will be reviewed every two years to ensure its effectiveness and relevance.

## **10. Approval & Implementation**

This policy has been approved by the School Board and is effective immediately.

**Date of Approval:** [19/04/2025]

**Principal name and signature:**