

Owned by	Principal
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Procedure 3.2 Supporting teaching staff

1 Expectations about the learning environment

The Academy aims to provide high quality teaching and a culture of continuous improvement. To this end, we will ensure that:

- initial student assessment will be carried out during the induction period or at interview to determine the level and type of support needed and the appropriate key/basic skills to be studied
- previous learning experiences and outcomes will be considered and preferred learning styles will be recognized. All teams will ensure a differentiated approach to the curriculum offer and delivery of learning programmes
- a range of learning environments will be provided to encourage independent and flexible learning
- a range of learning resources appropriate to individual learning styles will be employed and the meaningful use of Information Learning Technology (ILT) will be maximized
- work based learning and work experience will be incorporated where appropriate to help students relate theory to practice and to provide them with direct experience of the world of work
- all students will receive personalised learning support throughout their learning programmes from programme coordinators
- learning will be well planned and delivered by appropriately trained and qualified staff
- **when learning is taking place exclusively online, a range of learning resources and software appropriate to individual learning styles will be employed**

2 Types of teacher support provided by the Academy

All members of staff have a responsibility to update their knowledge and skills by

undertaking appropriate training to support their teaching as required. They are encouraged to evaluate and reflect on vocational and training activities as a tool to enhance their own performance and to share good practice.

All teaching staff should maintain a continuous professional development portfolio which provides evidence of activities undertaken and personal reflection to improve practice. All new teaching staff will receive a developmental observation from their Academic Head and programme coordinators as a part of the induction process, with follow up support.

All members of teaching staff will have at least one formal observation per academic year. The observation report will include verbal and written feedback which will be given to the teacher. A copy of the written report will be sent to Principal and will be used as part of the appraisal process to agree actions and targets

All teaching staff will receive support from their Academic Head to continually improve teaching and learning practice. Observed good teaching practice will be disseminated across the Academy and, where practicable, staff may be asked to observe colleagues or possibly to visit other institutions where good practice is exhibited.

An observation grid and timetable will be produced and staff will be given a minimum of one week notice of the planned time for teaching observation. Underperforming staff will be supported through an action plan, which may result in further observations to monitor continuous improvement and may lead to disciplinary action unless improvement occurs. Training (if required) will be provided for observees, observers and internal moderators to ensure a standardized approach.

Training and briefing will be provided for academic staff whenever needed to provide updating or new information. Individual training needs will arise out of the performance review process.

3 Expectations about scholarly activity

The Academy expects that academic staff will undertake appropriate research or scholarly activities, and will disseminate the results of such activities as appropriate.

For academic staff, this gives rise to an expectation that they will:

- occasionally publish research material
- engage in other research or scholarly activity
- attend specialist or professional conferences relevant to their field of study
- submit papers to specialist journals
- act as external examiners, advisers or specialists where appropriate
- give leadership in students' investigations and research, and assist students to produce outputs of high quality

The Academy will support appropriate scholarly activities and membership of relevant professional and learned societies among academic staff is encouraged.