

## **PHILOSOPHY EDUCATION TRAINING AND DEVELOPMENT POLICY**

### **Internal Training**

All staff joining Philosophy Education are provided with induction training. This includes an introduction to procedures in all relevant areas including:

- Advertising and CV searching
- Resourcing and pre-screening
- Interviewing and profile writing
- Compliance procedures
- Working with schools – introductions, placements, terms of business, communications
- Timesheets, payroll and invoicing
- Policy documents
- REC code of practice

All staff receive regular updates on legislation changes in recruitment and education via email and in staff meetings.

Directors in Philosophy Education receive REC legal bulletins, e-communications sector updates and attend REC meetings. All staff are provided with relevant REC updates and are informed of training opportunities through the REC.

All staff have regular appraisals to review their performance and identify additional training required.

### **Training for candidates**

It is Philosophy Education' policy to ensure that all candidates are adequately prepared for working in schools. The interviewing and reference checking procedures will highlight the candidate's knowledge and understanding and initial training needs prior to commencing employment. Where required, candidates are provided with introductory information about their role and the requirements and responsibilities.

### **Safeguarding Training**

All Philosophy Education candidates that are working in schools are required to have completed a level 1 safeguarding training course and must continue to complete up-to-date training annually.

At registration, candidates can provide proof of safeguarding training with a certificate or provide confirmation that they have completed training within a school/university which can be confirmed by their CV.

If safeguarding training has not been completed within the last year, this will be provided free of charge to staff prior to their first work placement with Philosophy Education.

Philosophy Education provide a free level 1 'Safeguarding Children in Education' course via the online CPD provider SakuraCPD

Candidates are created as learners on the SakuraCPD training platform and receive an email from SakuraCPD with a link to access the safeguarding training course.

If safeguarding training has not been completed within 2 weeks from being sent a course, the candidate will be contacted and reminded to complete the course.

If safeguarding training has not been completed within 4 weeks from being sent a course, the candidate will be contacted the candidate may be restricted from work in schools until this is completed.

A record of safeguarding training is stored on a candidate's ProNet database file. A copy of their most recent safeguarding certificate is kept in their stored documents.

## **Continuing Professional Development training**

Philosophy Education employs an experienced, fully qualified teacher to deliver regular online, face-to-face training courses via Microsoft Teams. Our core training offer includes:

- Understanding SEND Learners
- Positive Behaviour Management & Supporting Students with SEMH
- Exam Invigilation – Introduction Course
- Quality First Teaching and Teacher Updates

Where it is identified that a candidate would benefit from specific training, Philosophy Education will provide appropriate support and development opportunities.

### Targeted Training Provision

- **Overseas-trained teachers and support staff**  
Candidates with no previous UK school experience will receive tailored training and information to prepare them for working in UK education settings.
- **Secondary-trained teachers moving into primary**  
Secondary-trained teachers who wish to undertake primary supply work must complete a *Secondary-to-Primary Conversion Course*. This course outlines expectations, daily procedures, and provides a KS2 curriculum overview before any work is offered.
- **Teachers returning after a career break**  
Teachers who have been out of the classroom for five years or more will receive a preparation session to support their return to teaching. They may also be advised to begin with support-based roles to rebuild experience and confidence.

## **Interview and trial day support**

Candidates requiring support for interviews or trial days will receive advice on lesson planning, interview techniques, and role-specific expectations.

## **Use of feedback for professional development**

Feedback from schools regarding candidate performance is used to inform individual development needs. Where necessary, candidates will be offered a one-to-one training session to address identified areas for improvement.

## **External training guidance**

If Philosophy Education is unable to provide the necessary training, candidates will be signposted to suitable external training providers to meet their individual needs.

## **Delivery of internal training**

All internal training is delivered by qualified staff with relevant teaching and training experience. Training may be delivered:

- Face-to-face at the Philosophy Education offices
- Remotely via phone, Zoom, or Microsoft Teams

## **Updates**

Philosophy Education Communications Director will send out information to teachers regarding new government and teaching initiatives via Philosophy Education emails. Where appropriate, training will be arranged.

Candidates working on long-term placements will be expected to participate in whole-school training initiatives when requested. Should the school approach Philosophy Education with a CPD request for the candidate, this will be assessed and Philosophy Education will offer to provide one-to-one training if appropriate.

## **Training records**

Registered candidates are regularly asked to provide any updated CPD certificates to Philosophy Education. These certificates are stored in their ProNet database file.

Any relevant training that has been completed will be recorded on their attributes.