



# **MAGNUM OPUS TRAINING**

**ALTERNATIVE EDUCATION**

## Staff training, monitoring and supervision policy

**Last Review Date: September 2025**

**Next Review Data: September 2026**

Signed: 

Mr S King

Education Director

## 1. Purpose & Scope

At Magnum Opus Training, we are committed to ensuring that all staff are well-trained, effectively monitored, and properly supervised to maintain high standards of education, safeguarding, and professional development. This policy applies to all employees, including teaching staff, support staff, and leadership teams, and ensures compliance with relevant education, safeguarding, and employment regulations.

## 2. Staff Training

We recognise that ongoing professional development is key to delivering high-quality education and safeguarding our students. Staff training is provided at various levels to ensure competency and confidence in all roles. Staff training relating to statutory guidance updates takes place in September, however, where updates and training relating to key policies, these will be shared immediately.

### 2.1 Induction Training

All new employees undergo a structured induction program that includes:

- Company ethos, vision, and expectations
- Safeguarding and child protection training (including Prevent Duty, KCSIE)
- Health & Safety and First Aid procedures
- Data protection and confidentiality (GDPR & DPA 2018 compliance)
- Behaviour management and restorative practice approaches
- Equality, diversity, and inclusion (EDI) policies
- Staff roles, responsibilities, and reporting structures

### 2.2 Ongoing Professional Development (CPD)

- Regular CPD sessions, including external training and in-house workshops take place each  $\frac{1}{2}$  term.
- Mandatory annual safeguarding refresher training
- Training on emerging trends in education, alternative provision best practices, and SEN support
- Leadership development programs for aspiring managers
- Access to external qualifications and certification opportunities

### 2.3 Safeguarding & Compliance Training

- All staff must complete **statutory safeguarding training** and refresher courses
- DSLs (Designated Safeguarding Leads) receive advanced safeguarding training
- Training records are monitored to ensure compliance with regulatory standards

## 3. Staff Monitoring & Performance Management

We have a structured system for monitoring staff performance, ensuring accountability and continuous improvement.

### **3.1 Observations & Feedback**

- Regular lesson observations (formal & informal) with constructive feedback
- Peer observation and coaching opportunities
- Performance reviews tied to student progress and wellbeing outcomes

### **3.2 Appraisals & Performance Reviews**

New members of staff are expected to complete a 6-month probation period which will be reviewed 3 months of the planned and agreed start date. Following passing the probation period, staff will be subject to regular...

- Annual performance appraisals aligned with professional development goals
- Mid-year review meetings to track progress and offer support
- SMART targets for continuous professional growth

### **3.3 Staff Conduct & Expectations**

- All staff must adhere to the **Staff Code of Conduct**
- Concerns about staff performance are addressed through a supportive action plan
- Serious breaches of conduct result in formal investigations under our disciplinary procedures detailed in the company

### **3.4 Formal investigation procedure**

Please refer to the formal disciplinary policy.

## **4. Staff Supervision & Support**

We prioritise staff wellbeing and professional supervision to ensure a supportive work environment.

### **4.1 Line Management & Supervision**

- Regular one-to-one meetings with line managers for support and guidance weekly
- Open-door policy for staff concerns and career development discussions
- Supervision sessions for those working in high-risk roles (e.g., safeguarding leads, pastoral staff)
- Regular wellbeing check-ins and staff surveys
- Reasonable workload expectations and support for work-life balance
- Access to mental health and wellbeing resources, including external support services
- New staff are assigned mentors for support and integration
- Peer coaching programs to foster collaboration and shared learning

## **5. Policy Review & Compliance**

This policy is reviewed annually to ensure compliance with:

- **The Education Act 2002**
- **Keeping Children Safe in Education (KCSIE)**
- **The Equality Act 2010**

- **The Data Protection Act 2018 (UK GDPR)**
- Any other relevant statutory guidance

All staff must read and acknowledge this policy as part of their professional responsibilities.