Getting the best from staff

LSIS

4a/b Staff development

- The 1:1 form was designed so that staff would be prepared for different activities that need to take place in setting up learner files, managing the curriculum and identifying learner needs
- It gives staff time to plan and a focus for the activities they undertake through the year, it is reviewed termly in line with the college performance review process
- The form mentions a few college specific terms. The green file is a folder that collates all the information involved in supporting a learner. It includes the session plans, individual learning plan, any behaviour support plans. The contents are listed in 4e.
- 4b. Is a blank 1:1 form

4c. Incident de-brief form

- This form is used to de-brief staff following any challenges. The form identifies where and when the incident happened but the best support that can be offered to a member of staff is to allow them time to talk about their experience.

- Key questions to ask may include: What can they learn from the experience? What was the learner trying to communicate? Is there any pattern to the time of day that the incident occurred?

Green file and it's contents

- This section identifies the contents of our green files and who is responsible for completing the appropriate sections
- It is predominantly completed by the tutor and monitored by the head of curriculum
- The file is a personalised course file for the learner and includes all the information pertinent to their safety and progression