

## The CCSW Lecturer Support and Development Programme

This programme has been designed for:

- Lecturers and assessors who have recently started at the College
- Lecturers and assessors who are training to teach whilst under employment with the College
- Lecturers and assessor who are newly qualified
- Industry experts who are new to the teaching profession
- Lecturers and assessors who require additional support to improve performance

Category	Detail of Support	Period of Time
Lecturers and assessors who have recently joined the College	<ul style="list-style-type: none"> <li>- A full College induction</li> <li>- Assigned mentor within the relevant curriculum area</li> <li>- Termly 1-2-1 with a member of the Quality team</li> <li>- A minimum of one developmental non-graded observation to support development</li> </ul>	9 months
Lecturers and assessors who are training to teach whilst under employment with the College	<ul style="list-style-type: none"> <li>- A full College induction</li> <li>- Assigned mentor within the relevant curriculum area</li> <li>- Monthly Community of Practice session with other trainee lecturers led by a member of the Quality team</li> <li>- Termly 1-2-1 with a member of the Quality team</li> <li>- Ongoing developmental non-graded observations to support development</li> </ul>	12 months or full academic year
Lecturers and assessors who are newly qualified	<ul style="list-style-type: none"> <li>- A full College induction</li> <li>- Assigned mentor within the relevant curriculum area</li> <li>- Monthly Community of Practice session with other newly qualified lecturers led by a member of the Quality team</li> </ul>	12 months or full academic year

	<ul style="list-style-type: none"> <li>- Termly 1-2-1 with a member of the Quality team</li> <li>- Ongoing developmental non-graded observations to support development</li> </ul>	
Industry experts who are new to the teaching profession	<ul style="list-style-type: none"> <li>- A full College induction</li> <li>- Enrolment to a teaching/assessing course which will lead to a recognised teaching qualification</li> <li>- Assigned mentor within the relevant curriculum area</li> <li>- Monthly Community of Practice session with other industry experts led by a member of the Quality team</li> <li>- Termly 1-2-1 with a member of the Quality team</li> <li>- Ongoing developmental non-graded observations to support development</li> </ul>	12 months or full academic year
Lecturers and assessors who require additional <b>support</b> to improve performance	<ul style="list-style-type: none"> <li>- A diagnostic 1-2-1 session with a member of the Quality team</li> <li>- Fortnightly 1-2-1 with line manager and a member of the Quality team</li> <li>- Bespoke improvement plan, tailored to the individual's performance needs</li> <li>- Developmental non-graded observations</li> </ul>	6-8 weeks

### Information for all new starters

Ahead of the agreed start date, the newly qualified lecturer or employed trainee, will attend a 1-2-1 session with their line manager who will share the following:

- The College's vision, mission and values document
- Organisation chart
- Key contact information for relevant staff (to include exams, networks, MIS and Quality)
- Guide them to where policies and processes can be found

- Provide short induction to College computer systems (MyDay, ProSol and ProMonitor)
- Share key safeguarding information
- Share current planning documentation
- A campus map
- Information about the CCSW Lecturer Development Programme

All new starters, regardless of previous experience, will be given a CCSW New Starter Passport, with key tasks to complete with the first 3 months of employment. The tasks within the passport are compulsory for all new starts to complete. The tasks will include:

- ProMonitor training
- Rosenshine training
- Barriers to learning training
- Microsoft Teams training
- Data protection task
- Exam board/awarding organisation training
- Had a coffee using new starter Costa voucher

Progress against the tasks will be reviewed within the first probationary review.