**The CCSW Lecturer 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

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| Category | Detail of Support | Period of Time |
| Lecturers and assessors who have recently joined the College | * A full College induction * Assigned mentor within the relevant curriculum area * Termly 1-2-1 with a member of the Quality team * A minimum of one developmental non-graded observation to support development | 9 months |
| Lecturers and assessors who are training to teach whilst under employment with the College | * A full College induction * Assigned mentor within the relevant curriculum area * Monthly Community of Practice session with other trainee lecturers led by a member of the Quality team * Termly 1-2-1 with a member of the Quality team * Ongoing developmental non-graded observations to support development | 12 months or full academic year |
| Lecturers and assessors who are newly qualified | * A full College induction * Assigned mentor within the relevant curriculum area * Monthly Community of Practice session with other newly qualified lecturers led by a member of the Quality team * Termly 1-2-1 with a member of the Quality team * Ongoing developmental non-graded observations to support development | 12 months or full academic year |
| Industry experts who are new to the teaching profession | * A full College induction * Enrolment to a teaching/assessing course which will lead to a recognised teaching qualification * Assigned mentor within the relevant curriculum area * Monthly Community of Practice session with other industry experts led by a member of the Quality team * Termly 1-2-1 with a member of the Quality team * Ongoing developmental non-graded observations to support development | 12 months or full academic year |
| Lecturers and assessors who require additional support to improve performance | * A diagnostic 1-2-1 session with a member of the Quality team * Fortnightly 1-2-1 with line manager and a member of the Quality team * Bespoke improvement plan, tailored to the individual’s performance needs * Developmental non-graded observations | 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.