

YDance Staff Development Policy

Policy Statement

YDance is a leader in the field of youth dance, and we want to remain that way so it encourages all staff to continuously develop their skills and areas of expertise throughout their employment. The company identifies training and development requirements with employees through annual formal appraisal meetings, and through informal means at staff meetings, line management meetings and project development processes.

The purpose of this policy is to outline all the ways in which YDance supports its staff and how this is monitored and developed.

Signed: Anna Kenrick

Date: 12/02/24

Print Name: Anna Kenrick

Date of next review: January 25

Arrangements

Appraisals

Every employee will have at least one formal appraisal meeting each year with their line manager and / or a more senior member of staff. The meeting is primarily concerned with self- assessment, feedback from the line manager, and identification of appropriate development and training opportunities.

Staff are asked to complete a self-appraisal form focussing on 5 areas:

1. **Duties/Performance:** Identifying areas of performance which could be improved, and which are most successful
2. **Expectations:** Accuracy of Job Description, potential amendments
3. **Further Development:** Strengths and weaknesses; training opportunities
4. **Terms and Conditions:** Salary, benefits, contract terms
5. **Goals:** 3 goals for the year ahead, SMART goals.

Responses are discussed at a meeting with the employee's line manager and the Executive director or Artistic Director where appropriate and feedback is given.

Throughout the following year all staff will have a TLC meeting with their line manager each term. This allows dedicated time for discussing any matter arising as well as focusing on the achievement of the goals set in the appraisal meeting.

Employees can request other, informal appraisal meetings with their line manager at any time.

Responsibility – Executive and Artistic Directors finalise times and meetings each year. Line managers responsible for organising TLC meetings each term.

Staff Development – External Training/Courses	<p>Individual development will be discussed at annual appraisal meetings, and line managers will work to identify appropriate training courses, mentoring opportunities or other ways of providing for professional development. YDance has an annual budget dedicated to staff development, and also encourages staff to apply for funding from SAC and other agencies for self-development and take part in less formal development opportunities.</p> <p><i>Responsibility – staff member with their line manager.</i></p>
Staff Development – in house	<p>To ensure staff are skilled, can share thoughts and opinions, have up to date knowledge and are aware of current developments in practice and research, the following activities take place each term:</p> <ul style="list-style-type: none"> • Regular team meets – each team has regular meetings, so all staff are aware of project developments and have time to ask questions and share opinions. • Termly team training – each term the team will have a range of in person and online sessions to develop their technical and creative skills and teaching artist skills. • Critical reflection sessions – each term staff are asked to fill in a critical reflection practice form and then come together to share their learning and personal development. • August Intensive Training – this three-day intensive has a range of activities to allow the teaching team to prepare for the year ahead • Research and Methodologies – current educational and arts research is shared and reflected upon. • Bespoke Training – through different projects bespoke training is developed to ensure the team have the depth of knowledge required for that specific project. • Observations visits – each staff member will have an observation session each term. The line manager will watch their session(s) and give feedback in the following areas: communication and delivery, session content, session structure and safe practice. Line manager fills out observation form for records. <p><i>Responsibility – Artistic Director, Head of Education and Head of Participation.</i></p>

Training and Learning Styles Information

Experiential Learning	<p>Put simply, learning on the job. Experience is a great teacher, so long as we take the time to reflect on what happened and draw conclusions for the future. Don't underestimate the value of the discussion after an event- if it is constructive, you can learn a lot.</p>
Learning from others	<p>This refers to the process of learning, which takes place when you watch someone else do his or her job and then try and do it yourself.</p>
Work-based projects	<p>Projects can provide a great opportunity to learn about different aspects of what YDance does, work with different people and provide you with a new challenge.</p>

Feedback and Review	Gathering straightforward feedback from your manger and colleagues can be a powerful and immediate source of learning. Being able to give and receive feedback is an important skill worth developing.
Seek help from a mentor	Mentoring has a wide brief and can help you achieve your medium or longer-term goals and ambitions. A mentor is usually not your boss and may be someone outside of the organisation.
Self-directed study	Taking planned time out to study a new area perhaps through an online training scheme.
Learning Log	Keeping a diary or log of your learning can help you to reflect and consolidate. This does not suit everyone but for those who value reflection it is one way of reminding you of your journey so far and helping consider where you want to develop next.
Study Buddy or groups	If there are skills, knowledge or experience you want to gain then find out who else has them and get them to be your study buddy. It's a better and more challenging way to learn.
Conferences, Courses	To keep up to date with what's going on externally conferences or courses are sometimes the way to go. You should come prepared to your annual appraisal with any requests you may have and why for the coming year and we will review these. YDance has a small budget for staff training.