



**“Enabling Students to Accomplish their Academic Goal”**

## **Staff Development Plan**

**Address:** Sanctuary House, 9 Lymington Avenue, N22 6EA

**Email:** [info@bellmontcollege.co.uk](mailto:info@bellmontcollege.co.uk)

**Tel:** + 44 (0) 203 840 9294 + 44 (0) 203 929 7665

**Website:** [www.bellmontcollege.co.uk](http://www.bellmontcollege.co.uk)

**February 2024**

## **Contents:**

<b>1 The Belmont College/ Partnership's</b>	<b>3</b>
<b>2 Belmont College Context</b>	<b>3</b>
<b>3 Organogram</b>	<b>3</b>
<b>4 Module Leads and Tutors</b>	<b>4</b>
<b>5 Staff Development</b>	<b>4</b>
<b>6 Learner Support Model (LS)</b>	<b>5</b>
<b>7 Staff Development Coordinator</b>	<b>5</b>
<b>8 Induction/Welcome Week</b>	<b>5</b>
<b>9 Liaison with Established Partnerships</b>	<b>5</b>
<b>10 Peer and Collaborative Observation of Learning and Teaching</b>	<b>5</b>
<b>11 Termly Staff Development Sessions</b>	<b>6</b>
<b>12 Fellowship with the Higher Education Academy</b>	<b>6</b>
<b>13 Research and Scholarship</b>	<b>6</b>
<b>14 Conferences</b>	<b>6</b>
<b>15 Summary</b>	<b>6</b>

## **1 The Belmont College/ Partnership's**

In line with our vision of 'enabling our students to accomplish their academic and personal goals and dreams in life, progress themselves and prepare them to bring positive change and contribution to society', Belmont College will be committed to offering high-quality programmes that will facilitate employability and transform lives.

The College is a new start up staffed by experienced Higher Education professionals. The College is aiming to form successful partnerships with universities and further education colleges and are now looking for partnerships that share the same vision.

Bellmont College would like to develop a partnership/s with an awarding body to deliver and support their higher education programmes from Level 3 to Level 6 (Foundation courses/ HNC's/ HND's/ BA) by subcontract in the fields of Business, Hospitality and Tourism, Information Technology or other closely related areas.

As Belmont College grows, new programmes will be considered by the Belmont Advisory Board, SMT and Committees in conjunction with their Partnership team and will take into account:

- Market demand
- College resources
- Fit with the College and University strategic objectives
- Employment or further study progression opportunities for graduates

## **2 Belmont College Context**

The delivery of programmes at Belmont College (CC) will be carried out by its highly experienced and well qualified team of Higher Education professionals, operating within a structure of good governance, the maintenance of good Quality and Academic Standards and a high level of support for students, as well as excellent resources in a completely refurbished building with modern facilities.

## **3 Organogram**

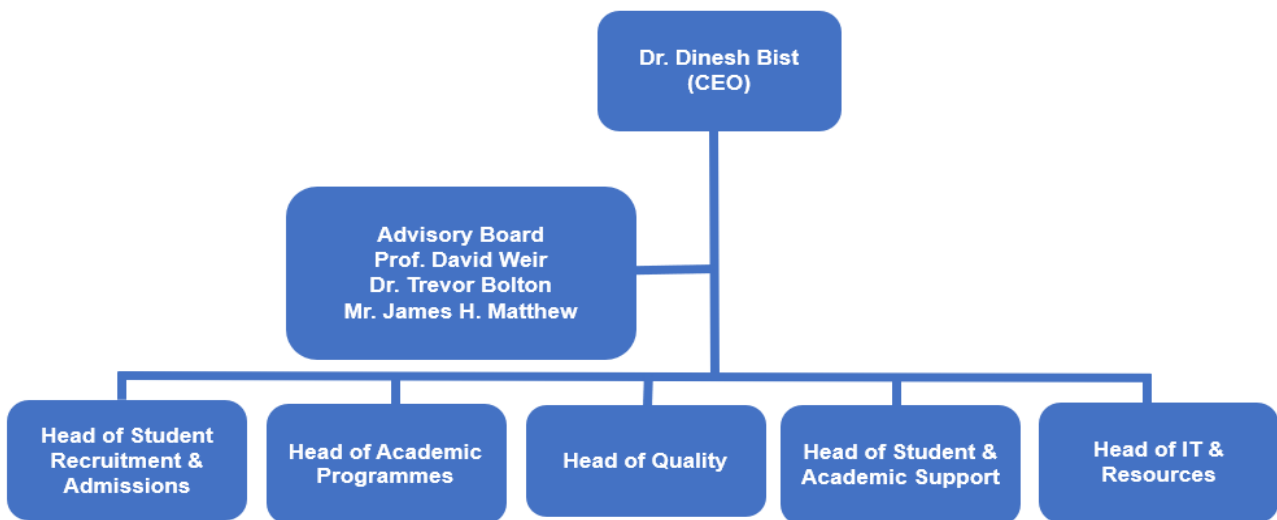
The Learning and Teaching Team is headed by the Head of Academic Programmes, who has many years of teaching experience in the fields of Business Management and Administration.

The Head of Academic Programmes has support from the Head of Quality, as well as the Head of Student and Academic Support and the Head of Academic Administration and Student Services. The Head of Student and Academic Support will be responsible for coordinating student academic and study skills support as well as pastoral and disability support.

Additional oversight and guidance are provided by highly experienced, independent, Higher Education executives who serve on the Belmont College Advisory Board. Business and financial support comes from the Chief Operating Officer.

IT support is provided by the Head of IT, Mr Abdul Babaita, an experienced IT professional, responsible for developing and maintaining IT systems, databases and information systems for CC and for providing IT support to students.

The organogram below summarises these roles and relationships:



#### 4 Module Leads and Tutors

At Belmont, the carefully selected and recruited Module Leads and Tutors (see separate document of Belmont Teaching Team Profiles and the individual tutor CVs), each with extensive experience of teaching Business and Administration on various levels and programmes ranging from Level 3 (foundation) to Level 7 and with several also having experience of teaching, or supervising, on doctoral business programmes, as well as relevant business and corporate experience, are led by the Head of Quality and Academic Services.

The College has ensured that all the teaching team are not only experienced in teaching their subject and in possession of relevant industry experience, but also well experienced in online delivery and familiar with active blended learning approaches.

#### 5 Staff Development

Bellmont College's aim is to empower its staff as well as its students and therefore Belmont College will be committed to Continuing Professional Development for all its staff.

Empowering staff (academic and non-academic) to be successful within the academic environment is a firm belief and understanding within Belmont College and all staff will be encouraged to develop themselves professionally and personally through termly Staff Development Sessions covering a range of topics from learning and teaching to mental health support. Furthermore, participation will be part of the staff contract.

Academic staff, as part of their development, will also engage in Peer and Collaborative Observation of Learning and Teaching. Teaching staff will also be encouraged to apply for an appropriate grade of Fellowship with HE Advance and to undertake relevant training opportunities as well as participate in conferences and research activities, as applicable. Professional and administration staff will be encouraged to follow relevant CPD in their area of skill or expertise.

## **6 Learner Support Model (LS)**

Bellmont College's **Learner Support (LS) Model** will have the following four aspects:

1. Professional Support
2. Specialist Support
3. Programme Focused Academic Support
4. Programme Focused Professional and Academic Support

Student support will be delivered by the Belmont Student Support Team. This will be led by the Head of Student and Academic Support and will also comprise the Head of Quality and Academic Standards, the Head of Academic Programmes, the Personal Tutors and the Head of IT Mr. Abdul Babaita. Responsibilities will be divided according to the four aspects of the Integrated Learner Support Model, as described below.

The model will map out all Belmont College's resources and services and aims to ensure that both staff and students are aware of, and able to access, the full range of support services available at the college. While the initial intent behind this model was to deliver a 'super supportive' student experience, which will still be top priority at Belmont, we consider the model to also offer great opportunities for staff support and development. We aim to engage all staff with the model and also provide opportunities for the development of new skills, e.g., as Personal Tutors. All students will also be assigned a Personal Tutor for the duration of their learning journey at Belmont College.

## **7 Staff Development Coordinator**

The Belmont College Head of Quality and Academic Standards is the designated Staff Development Coordinator for Belmont College and is responsible for training new staff, organising training for all staff and keeping all staff updated on Policies and Procedures.

## **8 Induction/Welcome Week**

The Head of Student and Academic Support is responsible for planning and coordinating the Induction and Welcome Week for new students.

## **9 Liaison with Established Partnerships**

All Belmont College staff are encouraged to found good contact and relationship with Belmont's partnerships as shared engagement both in Peer and Collaborative Observation of Learning and Teaching as well as clear and open communication advances and supports academic excellence.

## **10 Peer and Collaborative Observation of Learning and Teaching**

Bellmont College has adopted a Peer and Collaborative Observation of Learning and Teaching. We believe that this very supportive and collaborative form of peer observation will also foster staff development. All teaching staff will participate in at least one session as an observer and one as an observee per year. This can be conducted virtually or face-to-face. New tutors will be given additional opportunities as needed or as wished.

This method will also provide unique opportunities for teaching staff to collaborate and reflect together and to share good practice and enhancement ideas across Belmont College's Learning and Teaching Team.

## **11 Termly Staff Development Sessions**

Bellmont College will hold termly Staff Development Sessions that will give staff the opportunity to share expertise and special interests as well as professionally develop their skills. Sessions on Mental Health and Dyslexia have already been proposed. Participation in these sessions is part of the staff contract.

## **12 Fellowship with the Higher Education Academy**

Many members of the teaching team already hold a category of Fellowship with the Higher Education Academy (now HE Advance). All staff will be encouraged to apply for Fellowship, or to progress, their category of Fellowship.

## **13 Research and Scholarship**

Many of our teaching staff are actively engaged in research and scholarship. The College wishes to encourage this and to foster knowledge and research exchange via periodic research seminars given by staff, and students as appropriate, for the College community.

## **14 Conferences**

We will encourage staff to attend and present at local, national and international virtual or face-to-face conferences and seminars, and to share and disseminate ideas.

## **15 Summary**

We believe that the above activities and opportunities will provide extensive opportunities for all Belmont staff (both academic and non-academic) to develop their personal and professional competencies as skilled educators able to deliver outstanding learning experiences as well as proficient staff to ensure the smooth running of Belmont College.

<b>Bellmont College Staff Development Plan 2023</b>					
<b>Version</b>	<b>Date</b>	<b>Author(s)</b>	<b>Amendments</b>	<b>Approved by</b>	<b>Next review</b>
1	Mar 2023	EWW	New Document	Advisory Board	October 2024
2	Feb 2024	EWW	Updated Document	Advisory Board	October 2024

<b>Document context</b>	
This document relates to:	
<b>Document/Policy</b>	<b>Date/version</b>
Bellmont College Employee Handbook	February 2024 v2
Bellmont College Quality Assurance Handbook	February 2024 v2