



“Enabling Students to Accomplish their Academic Goal”

Staff Development Plan

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Address: 1st Floor, 9 Lymington Avenue, Wood Green N22 6EA

Email: info@bellmontcollege.co.uk

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

Website: www.bellmontcollege.co.uk

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1. The Belmont College and Partnerships

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 is committed to offering high-quality programmes that will facilitate employability and transform lives. *(QGP1 Belmont College Quality Assurance Handbook; LTP1 Belmont College Learning, Teaching and Assessment Strategy)*

As Belmont College grows, new programmes will be considered by the Belmont College Board of Directors, Senior Management Committee and Committees in conjunction with their Partnership team and will take into account: *(QGP2 Belmont College Management, Committee Structure, Organogram and Terms of Reference; QGP1 Belmont College Quality Assurance Handbook)*

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

2. Belmont College Context

The delivery of programmes at Belmont College is 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. *(QGP1 Belmont College Quality Assurance Handbook; QGP2 Belmont College Management, Committee Structure, Organogram and Terms of Reference; LTP1 Belmont College Learning, Teaching and Assessment Strategy)*

3. Organogram

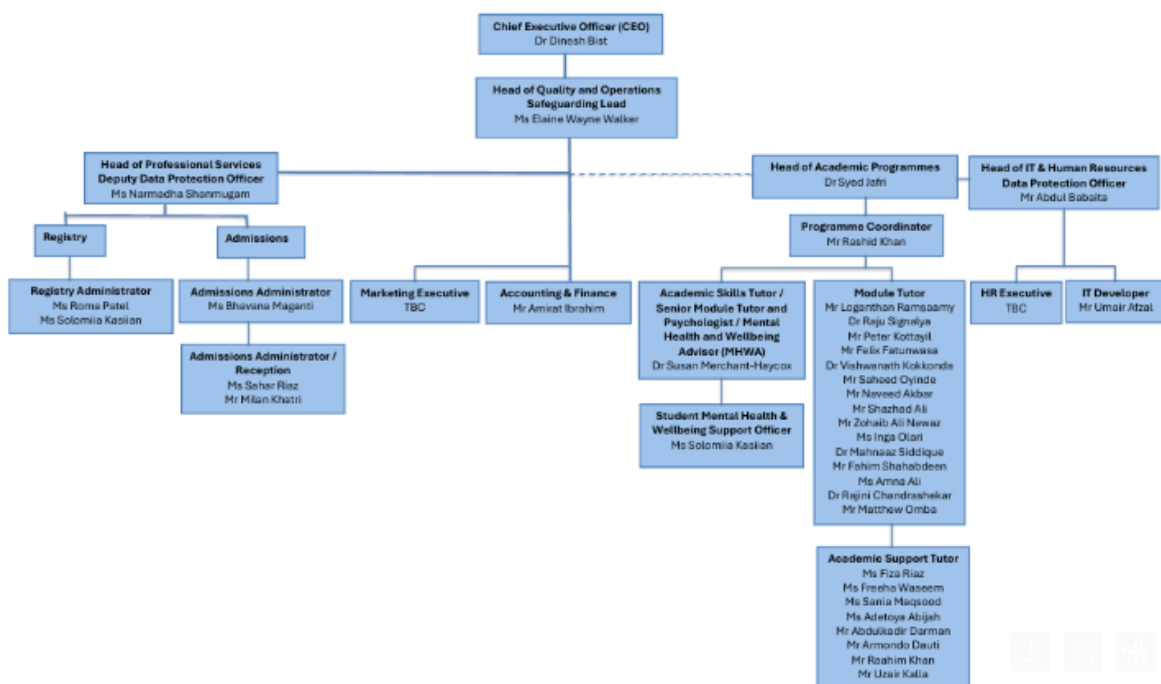
Belmont College operates a clear organisational and management structure designed to support effective leadership, communication, staff development, and high-quality academic and professional services. *(QGP2 Belmont College Management, Committee Structure, Organogram and Terms of Reference; HRP2 Belmont College Employee Handbook; QGP1 Belmont College Quality Assurance Handbook)*

Overall strategic oversight is provided by the Chief Executive Officer (CEO), supported by the Head of Quality & Operations. Academic provision is led by the Head of Academic Programmes, supported by the Programme Coordinator, Module Tutors, Academic Skills Tutors, Academic Support Tutors, and Student Support and Wellbeing staff to ensure effective teaching, learning, assessment, and student support. *(QGP2 Belmont College Management, Committee Structure, Organogram and Terms of Reference; LTP1 Belmont College Learning, Teaching and Assessment Strategy; QGP1 Belmont College Quality Assurance Handbook)*

Professional Services are managed by the Head of Professional Services, overseeing Registry, Admissions, and Reception functions. Marketing and Finance functions are overseen by the Head of Quality & Operations. The Head of IT & Human Resources is responsible for digital systems, IT support, staff recruitment, and human resource functions, supported by HR and IT staff. (QGP2 Belmont College Management, Committee Structure, Organogram and Terms of Reference; HRP2 Belmont College Employee Handbook; BCP4 Belmont College Information Security and Cybersecurity Policy; BCP6 Belmont College IT Acceptable Use Policy)

This structure promotes collaboration across departments, supports staff development and accountability, and ensures that institutional operations align with quality assurance and regulatory requirements. (QGP1 Belmont College Quality Assurance Handbook)

The organogram below summarises these roles and relationships:



4. Induction/Welcome Week

The Induction or Welcome Week forms the first stage of the staff development plan and is designed to support all new staff in transitioning smoothly into their roles. It provides a structured introduction to the institution, its culture, and operational expectations. (HRP2 Belmont College Employee Handbook; QGP1 Belmont College Quality Assurance Handbook)

During this period, staff will:

- Be formally welcomed and introduced to their team, managers, and key colleagues
- Receive an overview of the institution's mission, vision, values, and strategic priorities (*QGP1 Belmont College Quality Assurance Handbook*)
- Be familiarised with key academic or professional services frameworks relevant to their role (*HRP2 Belmont College Employee Handbook; QGP1 Belmont College Quality Assurance Handbook*)
- Complete mandatory training such as safeguarding, equality, diversity and inclusion, health and safety, and data protection (*Bellmont College Safeguarding and PREVENT Policy; Belmont College Equality, Diversity and Inclusion Policy; Belmont College Health and Safety Policy; Belmont College General Data Protection & Regulation (GDPR) Policy*)
- Gain an introduction to institutional policies, procedures, and codes of conduct (*HRP2 Belmont College Employee Handbook; HRP3 Belmont College Staff Grievance and Disciplinary Policy*)
- Be guided through essential systems, platforms, and resources required for their job (*BCP4 Belmont College Information Security and Cybersecurity Policy; BCP6 Belmont College IT Acceptable Use Policy*)
- Understand reporting lines, communication channels, and support structures (*QGP2 Belmont College Management, Committee Structure, Organogram and Terms of Reference; HRP2 Belmont College Employee Handbook*)

The Induction / Welcome Week is designed to ensure that staff feel supported, informed, and confident from the outset. It also establishes clear expectations regarding performance, professionalism, and contribution to student experience and institutional standards. (*HRP2 Belmont College Employee Handbook; HRP5 Belmont College Appraisal Guide For Employees; HRP3 Belmont College Staff Grievance and Disciplinary Policy*)

By the end of the induction period, staff should be able to:

- Demonstrate awareness of their role and responsibilities
- Navigate key systems and procedures relevant to their work (*BCP4 Belmont College Information Security and Cybersecurity Policy; BCP6 Belmont College IT Acceptable Use Policy*)
- Understand compliance requirements and institutional expectations (*HRP2 Belmont College Employee Handbook; QGP1 Belmont College Quality Assurance Handbook*)
- Identify available support, training, and development pathways for ongoing growth

5. Staff Development

Bellmont College aims to empower both its staff and students and is therefore committed to Continuing Professional Development (CPD) for all staff. (*HRP2*

Bellmont College Employee Handbook; QGP1 Belmont College Quality Assurance Handbook)

Bellmont College recognises that supporting staff development is essential to maintaining a high-quality academic and professional environment. All staff, including academic and professional services staff, are encouraged to engage in professional and personal development through regular Staff Development Sessions covering a range of topics such as learning and teaching, student support, wellbeing, safeguarding, equality, diversity and inclusion, digital skills, and regulatory compliance. Participation in mandatory staff development activities forms part of employees' contractual responsibilities. *(QGP1 Belmont College Quality Assurance Handbook; LTP1 Belmont College Learning, Teaching and Assessment Strategy; SWP4 Belmont College Mental Health and Wellbeing Policy; HSP1 Belmont College Safeguarding and PREVENT Policy; SWP2 Belmont College Equality, Diversity and Inclusion Policy; BCP4 Belmont College Information Security and Cybersecurity Policy; BCP6 Belmont College IT Acceptable Use Policy; HRP2 Belmont College Employee Handbook; HRP3 Belmont College Staff Grievance and Disciplinary Policy)*

Academic staff are also required to engage in Peer and Collaborative Observation of Learning and Teaching to support reflective practice, enhance teaching quality, and share good practice. They are encouraged to apply for appropriate categories of Fellowship with Advance HE and to participate in relevant training, conferences, scholarly activity, and research opportunities where appropriate. *(LTP1 Belmont College Learning, Teaching and Assessment Strategy; QGP1 Belmont College Quality Assurance Handbook; LTP12 Belmont College Intellectual Property Copyright and Use of Learning Materials Policy)*

Professional services and administrative staff are similarly encouraged to undertake relevant CPD activities aligned with their roles and responsibilities to support effective service delivery and continuous institutional improvement. *(HRP2 Belmont College Employee Handbook; HRP5 Belmont College Appraisal Guide For Employees; QGP1 Belmont College Quality Assurance Handbook)*

6. Staff Development Coordinator

The Head of Quality and Operations at Belmont College is the designated Staff Development Coordinator. They are responsible for coordinating staff training, organising development activities for new and existing staff, and ensuring all staff are kept up to date with institutional policies and procedures. *(QGP1 Belmont College Quality Assurance Handbook; QGP2 Belmont College Management, Committee Structure, Organogram and Terms of Reference; HRP2 Belmont College Employee Handbook)*

7. Liaison with Established Partnerships

All Belmont College staff are encouraged to establish positive working relationships with Belmont College's partner institutions, as collaborative engagement, shared practice, and open communication support academic enhancement and institutional

effectiveness. (*QGP1 Belmont College Quality Assurance Handbook; LTP1 Belmont College Learning, Teaching and Assessment Strategy*)

8. Peer and Collaborative Observation of Learning and Teaching

Bellmont College has adopted a Peer and Collaborative Observation of Learning and Teaching model to support the continuous development of teaching quality. This supportive and collaborative approach is designed to foster staff development and enhance teaching and learning practice across Belmont College. (*LTP1 Belmont College Learning, Teaching and Assessment Strategy; QGP1 Belmont College Quality Assurance Handbook*)

All teaching staff are required to participate in at least one observation as an observer and one as an observee per academic year. Observations may be conducted either virtually or face-to-face. New tutors will be provided with additional opportunities for observation and support as appropriate or as required. (*HRP2 Belmont College Employee Handbook; LTP1 Belmont College Learning, Teaching and Assessment Strategy*)

This approach provides opportunities for staff to collaborate, reflect on practice, and share good practice and enhancement strategies across the Learning and Teaching team. (*LTP1 Belmont College Learning, Teaching and Assessment Strategy; QGP1 Belmont College Quality Assurance Handbook*)

9. Termly Staff Development Sessions

Bellmont College delivers termly Staff Development Sessions to provide staff with opportunities to share expertise, develop professional skills, and engage in continuous professional development. Topics may include areas such as mental health awareness, dyslexia and neurodiversity, safeguarding, learning and teaching enhancement, and digital skills. Participation in these sessions is a contractual requirement for all staff. (*HRP2 Belmont College Employee Handbook; QGP1 Belmont College Quality Assurance Handbook; SWP4 Belmont College Mental Health and Wellbeing Policy; SWP2 Belmont College Equality, Diversity and Inclusion Policy; HSP1 Belmont College Safeguarding and PREVENT Policy; LTP1 Belmont College Learning, Teaching and Assessment Strategy; BCP4 Belmont College Information Security and Cybersecurity Policy; BCP6 Belmont College IT Acceptable Use Policy; HRP3 Belmont College Staff Grievance and Disciplinary Policy*)

10. Fellowship with the Higher Education Academy

A few of Belmont College's teaching staff already hold Fellowship with Advance HE. All staff are encouraged to apply for Fellowship or to progress to a higher category of Fellowship in line with their experience and professional development. Belmont College supports staff in achieving Fellowship status through appropriate guidance and development opportunities. (*LTP1 Belmont College Learning, Teaching and Assessment Strategy; QGP1 Belmont College Quality Assurance Handbook*)

11. Research and Scholarship

Bellmont College actively supports engagement in research and scholarly activity among its teaching staff. Belmont College encourages knowledge exchange and scholarly engagement to enhance teaching quality and professional practice. This may include staff-led and student-led research activity, as appropriate, as well as periodic research seminars to share outcomes and promote a culture of academic enquiry within Belmont College. (*QGP1 Belmont College Quality Assurance Handbook; LTP12 Belmont College Intellectual Property Copyright and Use of Learning Materials Policy; LTP1 Belmont College Learning, Teaching and Assessment Strategy*)

12. Conferences

Staff are encouraged to attend, present at, and engage with local, national, and international conferences and seminars, either virtually or face-to-face. Staff are also encouraged to disseminate knowledge, share best practice, and contribute to wider sector discussions. (*HRP2 Belmont College Employee Handbook; QGP1 Belmont College Quality Assurance Handbook; LTP12 Belmont College Intellectual Property Copyright and Use of Learning Materials Policy*)

13. Summary

These activities and opportunities provide a structured framework for the ongoing professional development of all Belmont College staff, both academic and professional services. They support the development of skilled educators and effective professionals who contribute to high-quality learning, teaching, student support, and institutional effectiveness. (*HRP2 Belmont College Employee Handbook; QGP1 Belmont College Quality Assurance Handbook; LTP1 Belmont College Learning, Teaching and Assessment Strategy*)

Bellmont College Staff Development Plan					
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