



Workforce Planning and Development for Schools



What is this?

Workforce Planning & Development for Schools is a toolkit designed for recruiting the right people, with the right skills, in the right roles, at the right time.

The SWP believes that success in schools lies with the people that work within them, which is why this toolkit was developed. This series of three booklets provides support and guidance for schools on the area of Workforce Planning and Development and outlines a strategy that schools can adapt to help create and support a highly competent and confident workforce.

Guide contents:

This publication consists of 3 booklets and comes complete with a CD-ROM containing hard copies of the templates mentioned below that can be copied or adjusted where appropriate.

- Booklet 1: A strategic approach
- Booklet 2: An Implementation Framework
- Booklet 3: Tools, techniques and practical guidance – Includes templates of a Skills Audit questionnaire, a Well Person questionnaire, Workforce planning and action pro-forma and much more.

TABLE 1: SCHOOL WORKFORCE PLANNING AND DEVELOPMENT	
School Name:	Date of Plan:
Main School Development Plan Priorities (over next 3 years):	
1. 2. 3. 4. 5. 6. 7. etc	
Strategic Workforce Planning and Development Priorities (over next 3-5 years):	
1. 2. 3. 4. 5. 6. etc	



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Toolkit Aims

This toolkit aims to assist with school workforce planning to:

- Create and support a highly competent and confident workforce.
- Raise standards and meet the long term development needs of the school community.
- Achieve improved outcomes for children and young people through a range of targeted investments in the workforce.

How will it benefit me?

Focusing and actively engaging in Workforce Planning and Development will help raise standards by promoting sustained investment in the skills and competency of all staff. Schools that employ this planning and development will be well placed to secure the Investors in People Standard.

Is it suitable for me?

All schools are encouraged to engage in this process as effective people management and development is fundamental to achieving school improvement.

How much does it cost?

An initial copy of this toolkit costs £150; additional copies are only £25 if ordered for the same organisation.

Further Information

For further information on this product please feel free to contact a member of our team on 01904 612 231.