

## Staff and Leadership Training Matrix and Development Programme

**School:** Rawdah Montessori Primary School

**Date:** Feb 2026

**Approved by:** The Governing Body

**Review Date:** Feb 2027

### 1. Purpose of Staff Training

A well-trained workforce is essential to delivering high-quality education and ensuring the safety and wellbeing of all pupils. The purpose of this training matrix is to:

- Ensure all staff understand their statutory duties, particularly regarding safeguarding, health and safety, and compliance .
- Support the professional development of every team member, from early career teachers to senior leaders .
- Maintain fidelity to the Montessori method and the school's Islamic ethos .
- Ensure the school meets all requirements of the Independent School Standards and ISI inspection framework .
- Create a culture of continuous improvement and reflective practice .

### 2. Key Principles

- **Statutory Training is Non-Negotiable:** All staff must complete core statutory training (safeguarding, Prevent, health and safety) as a condition of employment .
- **Role-Specific Training:** Staff receive training relevant to their specific responsibilities (e.g., SENCO, DSL, Montessori Lead).

- **Induction for All New Staff:** Every new staff member completes a comprehensive induction covering safeguarding, school ethos, policies, and procedures .
- **Renewal Cycles:** Core training is refreshed at appropriate intervals (e.g., safeguarding annually, first aid every 3 years) .
- **Montessori Fidelity:** All teaching staff must have appropriate Montessori qualifications or be working towards them.
- **Islamic Ethos Understanding:** All staff, regardless of faith background, receive training on the school's Islamic ethos to ensure consistent messaging and respect for the school's character .
- **Record-Keeping:** The school maintains a central training record for all staff, including dates attended, certificates, and renewal dates .

### 3. Staff Roles and Categories

For the purposes of this matrix, staff are categorised as follows:

Role Category	Description	Examples
<b>Senior Leadership Team (SLT)</b>	Staff with whole-school strategic responsibility	Headteacher, Deputy Head, Business Manager
<b>Montessori Guides (Teachers)</b>	Qualified teachers responsible for leading classrooms	Class teachers, subject specialists
<b>Teaching Assistants (TAs)</b>	Staff supporting learning in the classroom	Learning support assistants, EAL support
<b>Early Years (EYFS) Staff</b>	Staff working with children under 5	Nursery staff, Reception staff
<b>Pastoral &amp; Support Staff</b>	Staff with specific welfare or administrative roles	SENCO, DSL, School Nurse (if any), Office staff
<b>Premises &amp; Facilities Staff</b>	Staff responsible for the physical environment	Caretaker, cleaners, site manager

<b>Extended Provision Staff</b>	Staff working outside school hours	After-school club staff, holiday club staff
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## 4. Staff Training Matrix

The following matrix outlines the recommended training for all staff categories. **M = Mandatory, R = Recommended, (R) = Renewal frequency indicated.**

Training Area	SLT	Montessori Guides	TAs	EYFS Staff	Pastoral/Support	Premises Staff	Frequency / Renewal
<b>Safeguarding (KCSIE) - Core</b>	<b>M</b>	<b>M</b>	<b>M</b>	<b>M</b>	<b>M</b>	<b>M</b>	<b>Annually</b>
<b>Safeguarding - Advanced (DSL)</b>	<b>M for DSL</b>				<b>M for DSL</b>		Every 2 years
<b>Prevent Duty / British Values</b>	<b>M</b>	<b>M</b>	<b>M</b>	<b>M</b>	<b>M</b>	R	Every 2 years
<b>Online Safety (Staff)</b>	<b>M</b>	<b>M</b>	<b>M</b>	<b>M</b>	<b>M</b>	R	<b>Annually</b> (as KCSIE updates)
<b>Filtering &amp; Monitoring (Technical)</b>	<b>M for DSL/IT Lead</b>						Annually
<b>First Aid (Paediatric)</b>	R	R	R	<b>M</b> (per EYFS)	R	R	Every 3 years (PFA)

<b>First Aid (Emergency)</b>	R	R	R	R	R	<b>M</b>	Every 3 years
<b>Health &amp; Safety / COSHH</b>	<b>M</b>	<b>M</b>	<b>M</b>	<b>M</b>	<b>M</b>	<b>M</b>	Annually
<b>Fire Warden / Evacuation</b>	R	R			R	<b>M</b>	Annually (drills)
<b>Manual Handling</b>	R	R	R	R	R	<b>M</b>	Every 3 years
<b>Food Hygiene</b>				<b>M</b> (if food prep)			Every 3 years (Level 2)
<b>Montessori Foundations</b>	<b>M</b>	<b>M</b>	<b>M</b>	<b>M</b>			Once (induction)
<b>Montessori Advanced Pedagogy</b>	R	<b>M</b> (ongoing)	R	R			Continuous
<b>Islamic Ethos &amp; Values</b>	<b>M</b>	<b>M</b>	<b>M</b>	<b>M</b>	<b>M</b>	R	Induction + annual refresher
<b>SEND / EHC Plans</b>	<b>M</b>	<b>M</b>	<b>M</b>	<b>M</b>	<b>M</b>		Every 2 years
<b>EAL (English as Additional Language)</b>	<b>M</b>	<b>M</b>	<b>M</b>	<b>M</b>	R		Every 2 years
<b>Data Protection / GDPR</b>	<b>M</b>	<b>M</b>	<b>M</b>	<b>M</b>	<b>M</b>	R	Induction + refresher every 2 years
<b>Behaviour / Restorative Approaches</b>	<b>M</b>	<b>M</b>	<b>M</b>	<b>M</b>	<b>M</b>		Induction + as needed
<b>Whistleblowing / Code of Conduct</b>	<b>M</b>	<b>M</b>	<b>M</b>	<b>M</b>	<b>M</b>	<b>M</b>	Induction + annual reminder

<b>Safer Recruitment</b>	<b>M</b> (for interviewers)				<b>M</b> (if on panels)		Every 3 years
<b>PSHE / RSE (Relationships Ed)</b>	<b>M</b>	<b>M</b>	R	R			Every 2 years
<b>Risk Assessment (Offsite/Visits)</b>	<b>M</b> (for trip leaders)	R	R				Every 2 years
<b>Leadership / Management</b>	<b>M</b> (ongoing)	R			R		Continuous

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## 5. Detailed Training Descriptions and Requirements

### 5.1 Safeguarding Training

Training Type	Description	Key Topics	Who Needs It	Frequency
<b>Safeguarding (KCSIE) - Core</b>	Essential training for all staff covering basic safeguarding awareness, what to look for, and how to report concerns.	<ul style="list-style-type: none"> <li>• KCSIE Part 1 (staff) or Annex A (non-teaching)</li> <li>• Types of abuse and indicators</li> <li>• The DSL and reporting</li> </ul>	<b>All staff, including premises and volunteers</b>	<b>Annually</b> (before September each year)

		procedures • Online safety awareness		
<b>Safeguarding - Advanced (DSL)</b>	In-depth training for the Designated Safeguarding Lead and Deputy(ies) covering case management, inter-agency working, and referral processes.	• Managing referrals to MASH • Working with families and external agencies • Record-keeping and information sharing • Allegations against staff	Headteacher, DSL, Deputy DSL	Every 2 years (minimum) with annual updates

## 5.2 Prevent Duty and British Values

Description	Key Topics	Who Needs It	Frequency
Ensures staff understand the risk of radicalisation, how to identify vulnerable children, and how to promote British values alongside the Islamic ethos.	• The Prevent duty statutory guidance • Channel process • Promoting fundamental British values	<b>All staff</b>	Every 2 years (with annual reminders)

	<ul style="list-style-type: none"> <li>• Links between misogyny and extremism</li> </ul>		
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### 5.3 Online Safety

Description	Key Topics	Who Needs It	Frequency
Equips staff to keep children safe online, including understanding school filtering and monitoring systems and their own professional responsibilities.	<ul style="list-style-type: none"> <li>• Children's use of technology and associated risks</li> <li>• School filtering and monitoring (what staff should know)</li> <li>• Online bullying and sexual harassment</li> <li>• Professional online conduct and reputation</li> </ul>	<b>All staff</b>	<b>Annually</b> (as part of KCSIE updates)

### 5.4 First Aid

Training Type	Description	Who Needs It	Frequency
<b>Paediatric First Aid (PFA)</b>	Full two-day course covering first aid for children under 5. <b>Statutory requirement for EYFS staff.</b>	At least one EYFS staff member on premises at all times; all EYFS staff strongly recommended	Every 3 years
<b>Emergency First Aid at Work (EFAW)</b>	One-day course covering basic life support and emergency response.	Recommended for all staff; mandatory for premises staff and trip leaders	Every 3 years

## 5.5 Montessori Training

Training Type	Description	Who Needs It	Frequency
<b>Montessori Foundations</b>	Induction training covering the core principles of Montessori education for all new staff, regardless of role.	All new teaching and support staff	Upon appointment
<b>Montessori Guide Qualification</b>	Full Montessori diploma or certification for lead classroom teachers.	All Montessori Guides (teachers)	Prior to leading a classroom, or working towards it
<b>Montessori Continuous Professional Development (CPD)</b>	Ongoing training to deepen pedagogical knowledge and maintain fidelity to the method.	All Montessori Guides and TAs	Ongoing (at least termly sessions)

## 5.6 Islamic Ethos and Values

Description	Key Topics	Who Needs It	Frequency
Ensures all staff, regardless of personal faith, understand and respect the school's Islamic character and can support its ethos consistently.	<ul style="list-style-type: none"><li>• Core Islamic beliefs and values (Oneness, Prophetic character, etc.)</li><li>• Islamic practice in school (prayer, fasting, etc.)</li><li>• Respectful language and cultural awareness</li></ul>	<b>All staff</b>	Induction + annual refresher



	<ul style="list-style-type: none"> <li>• The synergy between Islam, Montessori, and British Values</li> </ul>		
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## 5.7 SEND and EAL

Training Type	Description	Who Needs It	Frequency
<b>SEND / EHC Plans</b>	Training on identifying and supporting children with special educational needs, understanding EHC plans, and working with the SENCO.	All teaching and support staff	Every 2 years
<b>EAL (English as Additional Language)</b>	Training on strategies to support children learning English as an additional language, including scaffolding, visual aids, and cultural considerations.	All teaching and support staff	Every 2 years

## 5.8 Health and Safety

Training Type	Description	Who Needs It	Frequency
<b>Health &amp; Safety / COSHH</b>	General health and safety awareness, including risk assessment, hazard reporting, and Control of Substances Hazardous to Health.	<b>All staff</b>	Annually
<b>Fire Warden / Evacuation</b>	Specific training for staff responsible for fire safety and leading evacuations.	Designated fire wardens; premises staff	Annually (with termly drills)
<b>Manual Handling</b>	Safe lifting and moving techniques, particularly for those moving equipment or assisting pupils.	All staff (especially premises, EYFS, and those supporting pupils with physical needs)	Every 3 years

## 6. New Staff Induction Checklist

Task	Completed by	Date
Welcome meeting with Headteacher / line manager		
Tour of school and introduction to key staff		
Staff handbook and key policies provided (Safeguarding, Behaviour, Code of Conduct)		
<b>Read and understand KCSIE Part 1 (or Annex A)</b>		
<b>Read and understand the school's Safeguarding Policy</b>		
<b>Read and understand the school's Behaviour Policy</b>		
<b>Safeguarding (Core) training completed</b>		
<b>Prevent Duty training completed</b>		
<b>Online Safety training completed</b>		
<b>Health &amp; Safety induction completed</b>		
<b>Data Protection / GDPR training completed</b>		
<b>Islamic Ethos induction completed</b>		
<b>Montessori Foundations training scheduled</b>		
<b>Paediatric First Aid (if EYFS) booked</b>		
Probationary review dates confirmed		

## 7. Staff Training Record Template

Staff Name	Role	Training Course	Date Completed	Provider	Renewal Due	Certificate on File?
[Name]	Headteacher	KCSIE Safeguarding	01/09/2025	In-house (DSL)	01/09/2026	Yes
[Name]	Headteacher	Prevent Duty	01/09/2025	eLearning	01/09/2027	Yes
[Name]	Headteacher	Safer Recruitment	15/06/2024	NGA	15/06/2027	Yes
[Name]	Montessori Guide	KCSIE Safeguarding	02/09/2025	In-house	02/09/2026	Yes
[Name]	Montessori Guide	Montessori Refresher	10/07/2025	MCI	N/A	Yes
[Name]	TA (EYFS)	Paediatric First Aid	20/08/2025	St John Ambulance	20/08/2028	Yes
[Name]	TA (EYFS)	Food Hygiene Level 2	15/08/2025	High Speed Training	15/08/2028	Yes
[Name]	Premises	Fire Warden	05/09/2025	Local Fire Service	05/09/2026	Yes
[Name]	Premises	Manual Handling	05/09/2025	In-house	05/09/2028	Yes

## 8. Annual Training Schedule for Staff

Month	Training Focus	Delivery Method	Audience
<b>September (INSET)</b>	Safeguarding (KCSIE updates)	Whole staff briefing (DSL-led)	<b>All staff</b>
<b>September (INSET)</b>	Health & Safety / Fire Safety	Whole staff briefing	<b>All staff</b>
<b>September (INSET)</b>	Behaviour / Restorative Approaches Refresher	Whole staff briefing	<b>All staff</b>
<b>October</b>	Online Safety (advanced for teachers)	Twilight session	Teaching staff
<b>November</b>	SEND / EAL Strategies	Twilight / external provider	Teaching staff, TAs
<b>January</b>	Prevent Duty / British Values Refresher	eLearning modules	<b>All staff</b>
<b>February</b>	Montessori Pedagogy (e.g., Grace & Courtesy)	In-house (Montessori Lead)	Teaching staff, TAs
<b>March</b>	First Aid Refresher (for those due renewal)	External provider	Relevant staff
<b>April</b>	Islamic Ethos (Ramadan/Eid context)	In-house briefing	<b>All staff</b>
<b>May</b>	Data Protection / GDPR	eLearning	<b>All staff</b>
<b>June</b>	Safeguarding - Transition / Summer Risks	Briefing (DSL-led)	<b>All staff</b>
<b>July</b>	INSET (depending on school calendar)	Various	<b>All staff</b>

## **9. Professional Development Pathways**

### **9.1 Early Career Teacher (ECT) Pathway**

- Full ECT induction programme (statutory)
- Reduced teaching timetable
- Mentor support from experienced guide
- Regular observations and feedback
- Access to all core statutory training

### **9.2 Montessori Guide Pathway**

- Montessori diploma/qualification (if not already held)
- Termly Montessori-specific CPD sessions
- Peer observations (internal and external)
- Montessori network meetings / cluster groups
- Advanced pedagogy training (e.g., Montessori for Adolescents, if applicable)

### **9.3 Teaching Assistant Pathway**

- Montessori Foundations training
- EAL and SEND support strategies
- Paediatric First Aid (if working in EYFS)
- Potential for apprenticeship programmes (e.g., Level 3 Teaching Assistant)

### **9.4 Leadership Pathway (SLT)**

- NPQH (National Professional Qualification for Headship) or equivalent
- Advanced Safeguarding (DSL) training
- Safer Recruitment

- Leadership coaching / mentoring
- Finance and resource management training
- Inspection preparation (ISI framework)

## 10. Budget for Staff Training

The school will allocate an annual budget for staff training and development to cover:

- External course fees and conference attendance .
- In-house training materials and resources .
- Cover costs for staff attending training during working hours .
- Membership of professional bodies (e.g., Montessori organisations, NAHT, NEU).
- Online training platform subscriptions (e.g., The Key, High Speed Training, EduCare) .

**Recommended annual allocation:** £[e.g., 2,000-5,000] depending on staff numbers and development priorities identified through appraisal.

## 11. Monitoring and Review

This training matrix will be reviewed annually by the Headteacher and the Governing Body. The review will consider:

- New statutory guidance or regulatory changes .
- Outcomes of staff appraisals and identified development needs .
- Feedback from staff on training effectiveness .
- Changes to the school's context or development plan .
- Recommendations from ISI inspection or external reviews .

## Review of Policy Dates

REVIEW DATE	REVIEWED BY	SIGNED OFF (Name & Role)
<b>Feb 2026</b>	Governing Body	<b>Chair:</b> Sohaib Tanvir
<b>Next Review Due:</b>		
<b>Feb 2027</b>	Governing Body	<b>Chair:</b>
	Headteacher	<b>Headteacher:</b>

