



Fierté Multi Academy Trust

Continued Professional Development Policy

2017-2018

Adoption Date: September 2017

Review: September 2018

Definition

CPD includes any activity that deepens and develops, revitalises and engages all learned within the school community

CPD is;

- at the heart of our school development
- improves our pupil's learning
- helps people to be versatile and reflective
- creates learning communities
- broaden horizons, especially through learning together
- helps to recruit and retain good staff
- provides recognition for gaining additional skills, competences and knowledge
- guards against complacency and recycling same practices.

Fierte Trust Board is committed to being a learning community. CPD is an entitlement through a variety of professional development opportunities to enhance expertise across the school. Identification of CPD needs is an outcome of school and individual self evaluation; performance management and external evaluations. Delivery and styles of CPD are personalised to meet the differing needs of the community. Fierte Trust Board is committed to resourcing CPD in time, money and expertise (within the school's available resources)

CPD opportunities should be reflected upon disseminated and reflected in practice. CPD is monitored and evaluated for impact and value for money.

Continuous Professional Development Policy Statement

1. The staff in our Trust are the most important resource and the key to continuous improvement. The governors of our schools are committed to investing in all our employees to help us achieve our objectives.
2. The professional development of all members of staff will take into account the needs of the school and the priorities identified in our development plan. This includes planned curriculum development, personal professional development subject to the availability of funding.
3. Each member of the whole school staff in each academy has a Personal File. This will contain an up to date Job Profile, a record of regular Review and Planning Meetings and information on courses attended as well as all other professional development opportunities.
4. The Job Profile will be reviewed and brought up to date once a year (normally sometime between July and September) through discussions with a member of the Senior Leadership Team and/or Headteacher.
5. Formal performance management for teachers will take place on an annual rolling programme.
6. Teachers will have a Review and Planning Meeting twice a year with a named member of the Senior Leadership Team or the Headteacher. At this meeting professional development and additional curricular responsibilities will be discussed. A general review will take place and targets set for the next year.
7. Formal staff appraisal for support staff will take place as an annual rolling programme. We see these as being very much part of our integrated approach to Professional Development.
8. Places on external courses will be booked in light of the School development Plan, curriculum priorities, staff needs and the availability of funds.
9. Staff are expected to hold a short pre-course briefing and provide feedback as a result of staff development opportunities/courses attended
10. The monitoring of courses and general staff development is the responsibility of the Professional Development Co-ordinator together with the Senior Leadership Team and the Headteacher.

Requests for Continuing Professional Development – Page 1

I would like to continue to plan individual CPD opportunities for staff. As a start would you please look through the Central Programme and consider your needs for the school year.

Think about what will be the most effective way of supporting you:-

- In your role to secure – pupil progress/well being
- As a subject leader (if appropriate)
- For your own professional development

Courses are not necessarily the best form of professional development. We can offer in-house training / shadowing, networking sessions, visits to other school, consultancy etc.

Training must be linked with the School Development Plan and have a positive impact on learning and teaching.

Could you please complete the form below by identifying any suggested activities that you would like to take part in and return to me after half term. Please include supply cover (£200 per day) and any course fees. These will then be considered and allocated accordingly to priority. It is important that all subject leaders attend networking sessions.

Name of course/activity	Code	Date/term	Cost + supply If needed £200 per day	Length of time Of activity

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Name:

Activity requested:

Date:

Time:

Venue:

Supply cover needed: Y / N

Cost of CPD and supply if needed @ £200 per day:

Purpose of CPD and expected outcomes

This CPD supports:

SIP priorities

☐

Professional development for current post

☐

Development linked to professional aspirations

☐

CPD approved: Y / N

If no, reason:

Continuing Professional Development - Evaluation

Name:

Date:

What information/skills have I learnt/gained?

Impact (an own/others learning) with examples/data

How has this CPD opportunity been disseminated/good practice shared with colleagues?

Principles, Values and Entitlements

This school is a 'learning community' where all are involved in a continuous process of improvement and enrichment. The school is committed to fostering a positive climate for continuous learning. CPD is the means by which the school is able to motivate and develop its community. It does so at a variety of levels – individual, team, whole school and through wider networks with an emphasis on collaborative learning. It conforms closely to the DfE's Professional Learning Framework.

The school believes in the DfE's philosophy that 'effective teachers should take ownership and give a high priority to professional development'. It believes that a coherent and progressive opportunity to develop professionally and personally both improves standards and raises moral through personal and professional fulfilment and assists recruitment and retention. The CDP will be co-ordinated by a CPD Leader with a clear job description and who will be a member of the school leadership team but who will be assisted by others in taking forward this policy.

All those involved in the school community shall have an entitlement to equality of access to high-quality induction and continuing support and development.

The central features of the CPD policy comprises

- Effective auditing and identification of need and aspiration
- Ensuring appropriate match of provision to learning needs of the individual
- Reliable and explicit evaluation of the impact of provision
- Effective dissemination of good and successful practice to ensure that such practice is embedded and reinforced

The school will obtain appropriate quality standards in organisations that support effective CPD, e.g. Investors in People, Charter Marks, Basic Skills Quality Marks.

The school will use a range of types of provision and providers adopting 'Best Value' principles in determining these.

The school's CPD provision will allow staff to develop skills and competencies progressively allowing them to build on and reinforce skills and expertise dealt with earlier, particularly across the key areas identified in the appropriate Standards Frameworks.

The school will support professional recognition including accreditation of the CPD undertaken.

Identifying CPD Needs

The school will have a named CPD Leader who shall be deemed to be fulfilling a leadership and management responsibility in relation to this post. The CPD Leader will receive training and support as appropriate in order to fulfil this role effectively and attend useful provider's sessions.

The CPD Leader shall be responsible for identifying the school's CPD needs and those of the school community. Such needs will be identified largely through existing mechanisms such as Performance Management, self evaluation, national and local priorities, other internal and external monitoring and feedback evidence, and through informal and formal discussions with individuals and teams. The outcomes of the needs analysis will be a CPD Plan which forms part of the School Improvement Plan.

The CPD Leader will be responsible annually for discussing with the Headteacher and governing body the main CPD priorities and the likely budgetary implications of addressing these needs.

CPD issues will be addressed at governing body meetings and be included as part of the Headteacher's report. The CPD Leader shall attend appropriate governing body meetings and, at least annually, present a report on the provision and impact of CPD.

Requests for accessing CPD should be addressed to the CPD Leader who will decide on the most effective means.

The CPD Leader shall provide and update details of the range of opportunities available and be responsible for communicating relevant opportunities to appropriate staff. The information will be kept updated and made accessible and available to the school community.

The CPD Leader shall be responsible for ensuring that appropriate opportunities are provided for the following groups of the school community.

- Newly qualified Staff
- Other staff new to the school or role
- Teachers in their early years (EPD)
- Teachers with 5 years + experience (including those beyond the threshold and those in the later stages of their career)
- Teachers specialising in teaching particular groups of pupils
- Advanced Skills Teachers, Fast Track and Lead Teachers
- Middle managers/Subject Leaders (Emergent Leaders)
- Senior Managers in their early years
- More experienced senior managers
- Governors
- Senior staff including Bursars, Business Managers, ICT Systems Manager and Premises Managers.
- Teaching assistants and nursery nurses, bilingual support language assistants and learning mentors
- Secretarial and administrative staff including librarians, catering staff.
- Instructors, performers and technicians including science DT and ICT

- Parents and carers
- Regular supply staff and those seeking to return to the profession
- Beginning teachers
- Pupils where provision extends beyond the school

The CPD Leader will be responsible for ensuring that providers are of sufficiently quality.

The school will have systems and opportunities for teams and the whole school to discuss and feed to the CPD Leader details of priorities and methods including the use of the school training days.

The CPD Leader will be responsible for ensuring the efficient organising of opportunities , e.g. booking, confirmation and for providing appropriate support such as organising relevant resources, setting up appropriate meetings and organising membership of, and subscriptions to, appropriate bodies such as subject association and school improvement organisations.

CPD Provision

The opportunities available will fully reflect the Code of Practice produced by the DfES in that they will only be offered if they:

- Meet identified individual, school or national development priorities
- Be based on good practice – in development activity and in teaching and learning
- Help raise standards of pupils' achievement
- Respect cultural diversity
- Be provided by those with the necessary experience expertise and skills
- Be planned systematically and follow the agreed programme except when dealing with merging issues
- Be based, where appropriate, on relevant standards
- Be based on current research and inspection evidence
- Make effective use of resources, particularly ICT
- Be provided in accommodation which is fit for purpose with appropriate equipment
- Provide value for money
- Have effective monitoring and evaluation systems including seeking out and acting on user feedback to inform the quality of provision

The school will support a wide portfolio of CPD approaches identified according to 'Best Value' principles and which reflect the learning effectiveness of the participants. These include:

- In-school training using the expertise available within the school and collaborative activity (e.g. collaborative teaching, planning and assessment, work with a learning team, classroom observation, existing expertise, peer evaluation, collaborative enquiry and problem-solving, modelling)
- Coaching and mentoring and engaging in a learning conversation

- Job enrichment/enlargement (e.g. a higher level of responsibility, front line working in someone else's job, job sharing, acting roles, job rotation, shadowing, leading meetings)
- Producing documentation or resources such as curriculum development, teaching materials, assessment package, ICT or video programme
- Accessing an external consultant/advisor or relevant expert such as an Advanced Skills Teacher or Lead Teacher
- Master classes, model and demonstration lessons
- Role play, simulations
- Collecting and collating pupil feedback, data and outcomes
- Attendance at a lecture, course or conference
- School visits to observe or participate in good and successful practice
- Secondments, exchanges and placement (e.g. within a regional or national organisation, an exchange or placement with another teacher, school, higher education, industry, international exchange, involvement with governing body)
- Postgraduate professional development and other qualifications from higher educational institutions and other forms of professional recognition and qualifications such as NVCQ's, Higher Level Teaching Assistants, NCSL programmes.
- Research opportunities
- Distance learning (e.g. relevant resources such as educational journals and publications, training videos, reflection, simulations)
- Practical experience (e.g. national test or exam marking experience, opportunities to present a paper, contribute to a training programme, co-ordinating or supporting a learning forum or network, involvement in local and national networks, involvement with a subject or specialist association)
- External partnerships (e.g. with a colleague, group, subject, phase, activity or school based team meetings with activities such as joint planning, observation or standardisation, special project working group, involvement in a formal or informal partnerships such as a Network Learning Community)

All those engaged with CPD will be encouraged to:

- Seek professional recognition, including accreditation for the work undertaken. The CPD Leader will provide directly or organise guidance to staff on how such recognition can be achieved

Evaluating Impact and Disseminating Good and Successful Practice

Following professional or other development, the participant will discuss with the CPD Leader the opportunities to disseminate to other staff. Relevant feedback about the provision and the ideas should be provided for the CPD Leader. Where it is agreed that there would be benefit in a wider circulation or follow up, the CPD Leader will be responsible for organising that, e.g. circulating relevant resources, a session at a staff or subject meeting, introducing a teaching or learning strategy, inclusion on the school website.

The CPD Leader will be responsible for ensuring whether any follow up is needed to the provider, e.g. feedback, issues of access

The CPD Leader will review annually whether any aspects of the CPD provision (e.g. service level agreements or subscriptions) do not represent value for money and make appropriate recommendations to the Headteacher and governing body

The CPD Leader shall be responsible for accessing the value for money aspect of CPD through seeking to monitor and evaluate impact. The CPD Leader shall be committed to ensuring that CPD systems and procedures conform to current research findings.

This will be undertaken at a variety of levels including:

- Immediate/short term evaluation by participants
- Longer term follow up for a sample of CPD undertaken usually at a period no less than 6 months following the provision
- Informal discussion with colleagues about improved practice

Use will be made of appropriate DfES and other documents to aid the impact but it will, in any case, comprise hard objectives data as well as other beneficial effects such as:

- Pupil and school attainment
- Record keeping
- More effective and embedded teaching and learning such as creativity, autonomy, a greater variety of teaching and learning approaches
- A climate of supporting success and effort
- Staff confidence, enrichment, motivation, self-esteem, preparedness to take risks, collaboration, reflectiveness
- Pupil enthusiasm, engagement and commitment
- Recruitment and retention
- Career progression/promotable staff

Termly, the headteacher will provide details of CPD attended by staff and the impact it is having on raising standards.