

CONTINUED PROFESSIONAL DEVELOPMENT POLICY

**Date: March 2014 – Academic Year
2013/14**

Review Date: Terms 3/4 - Academic Year 2017/18

Rationale

Staff development is the process of CPD (Continued Professional Development) which aims to increase the effectiveness of all staff and governors both as individuals and as team members. It thus enables them to contribute to the school's vision and goals and to fulfil its guiding principles. The CPD process will ensure mutual benefit for the individual and the school.

Our CPD process will

- encourage staff to realise the importance of their own learning and take responsibility for it in the context of their work
- contribute to improving and developing the overall effectiveness of the school, raising pupil achievement, and meeting the needs of pupils, parents, hospitals and the wider community
- ensure job satisfaction, personal achievement, individual and team effort, thus providing for personal advancement within the school or outside it
- improve and develop teaching, management and other professional skills in the context of changing educational needs
- build co-operation between staff of all sections of the school
- ensure that all staff are valued and recognised as the school's most important resource
- link with the school's policy and arrangements for Appraisal, and National Standards and the framework for staff supervision.

Guidelines

All CPD is planned in the context of the school's vision, goals and guiding principles and is reflected in the School Development Plan and Sector Action Plans. Resources

are prioritised to achieve school goals. Programmes are monitored to minimise potential disruption to teaching and learning.

Financial and other resources for staff development are allocated annually and apportioned in accordance with school priorities for strategic development, and continuing professional development.

Staff development needs are identified in the context of school goals and targets through regular individual reviews for all staff, as covered by the Appraisal programme.

Staff are encouraged to determine their own professional learning and development needs in the context of school development goals and the National Standards for Teachers and bespoke standards for support staff. Staff are responsible for keeping their Professional Development and Appraisal evidence records up-to-date through the use of Bluesky.

Heads of Sectors have a responsibility to secure appropriate developments for staff, within budgetary constraints. Appropriate cover arrangements need to be made.

CPD is enabled through a wide range of activities including:- internal and external courses, shadowing and observation, visits and placements to schools and collaborative working. Every experience can become a learning experience.

Staff are encouraged to further their own learning and, where possible, to seek assessment and accreditation for experience, prior and on-going learning through the use of professional qualifications. Reflective practice is encouraged.

All CPD activity is co-ordinated by the CPL Co-ordinator, and supported by Heads of Sectors, before, during and after implementation. Managers and staff work together in a learning partnership and as reflective practitioners.

OHS Continuing Professional Development (CPD) is in place to provide an equitable process for individual staff training. Individual and school based records of staff development activity are kept to ensure continuity and progression in the development of professional skills, and equality of opportunity in development activities. A record of CPD carried out by the whole school is maintained centrally and it is the responsibility of each member of staff to apply for CPD using Bluesky - forwarding relevant course booking details to the admin team.

All staff development activity is monitored and evaluated to assess its contribution to school improvement and raising pupil achievement. Evaluation findings are used to inform continuous improvement.