**Staff Continious Professional development POLICY (CPD)**

**Introduction**

This policy recognises that staff development is part of a continuum which begins with Initial Teacher training. The next stage in the process is the induction of students as Newly Qualified Teachers. The further development of teachers is of critical importance and is dependent on a school having an effective system for addressing staff development through Inset linked to appraisal and the school development plan.

**Aims**

* To provide an environment in which trainee teachers can benefit from their time in school and have the best possible learning experiences.
* To facilitate the smooth introduction of new staff into the school and in addition set up a support mechanism for Newly Qualified Teachers.
* To encourage all staff to build on their existing strengths and to address gaps in knowledge or skills.
* To encourage all line managers to maintain an overview of the development needs of the staff for whom they are responsible.
* To identify and where possible provide (taking into account both budget and availability of relevant activities) for training needs at individual and group levels.
* To enable and encourage the planning and monitoring of In-Service training of staff.
* To provide teachers with the opportunity to know what is expected of them receive feedback on their work from respected professionals, to raise concerns and constraints and receive guidance and support from those with responsibility for them.
* To set up administrative structures to enable these activities to take place efficiently and effectively.

**Definitions**

***In-Service training:***

The development of teachers through courses and workshops, visits to other schools and colleagues classrooms and by the provision of time to carry out specified tasks and enquiries.

***Appraisal:***

An opportunity for an individual to express need and form targets for action based on discussion of those needs at the Performance Management reviews.

***Induction:***

The process of introducing of a new member of staff (of any level of responsibility) to the school.

***Mentor:***

A named member of staff who is to co-ordinate the induction activities for a new member of staff and offer formal and informal opportunities for that member of staff to discuss his/her role within the school.

**Principles**

* Staff development should be a continuous process from initial teacher training through to the end of a teacher’s career.
* We believe that we should be involved in Initial Teacher Training so that students are offered the chance of professional growth in the school and the development opportunities offered to staff in mentoring and being involved with students is maximised.
* Mentor support should be provided for all staff new to a school.
* The issue of induction should be a two way process- we do not see it merely as a process of informing but of discussion and listening.
* A structured induction programme should be available to all new members of staff in the first half term of their appointment.
* We believe that new staff will need the support of all staff but should each be allocated a specific person for mentioning and induction.
* NQTs should be involved in the design of their own induction programme.
* NQT induction should reinforce the teacher’s ability to analyse his/her own teaching.
* New staff particularly NQT’s should not feel isolated therefore opportunities should be provided for them to meet other people in similar situations inside or outside the school.
* Performance Management (PM) is an aspect of good management practice involving a review of current work and achievement followed by a consideration of the future.
* PM of teachers is seen as being continuous and systematic and will benefit the learning of pupils by recognising good practice and facilitating development.
* PM will aid a matching of the needs of teachers for professional and career growth with the needs of the whole school for increased effectiveness.

**Procedures**

1. **ITT trainees**
   * The school may work with a number of institutions who will have their own needs and demands; however certain principles will apply to the way all are treated.
   * The School’s ITT Co-ordinator will be in overall charge of all affairs appertaining to the trainee stay in school.
   * Each trainee will also be attached a subject co-ordinator who will oversee subject specific discussion and training needs.
   * All trainees will be welcomed and be given necessary induction into the school ethos and administration by the school and will be invited to discuss with the co-ordinator at regular intervals.
   * The co-ordinator will see each trainee teach at least once on each training practice.
   * All trainees will be closely supervised by subject staff.
   * Trainees will be encouraged to take full role in the life of the school and gain knowledge of the school affairs outside their subject commitments.
   * The trainee Co-ordinator will be responsible for ensuring that the trainee timetables are constructed so that individual pupils or groups do not have a disproportionate number of lessons taught by trainee

**2. New Staff**

1. Prior to Appointment
   * Prior to Appointment the school will:-
   * Provide opportunities for visits to meet the SLT member who is responsible for the induction of new staff, the Mentor and the Head of Department.
   * Make available a copy of the staff handbook
   * Provide a copy of the individual timetable in order to ensure adequate preparation time.
   * Provide all necessary curricular documents, Schemes of Work, staff and Departmental Handbooks.
   * Ensure familiarisation with all the facilities/resources within the school to support quality teaching and learning.

**In addition, in the case of a newly qualified teacher the school will:**

* Outline the support that the school will provide in the first year
* Negotiate with newly qualified teachers an induction programme specific to their needs

1. On new staff taking up appointment the school will:

* Provide an opportunity for new staff to meet together early in the new term
* Introduce new staff to all teaching & non-teaching staff
* Provide an opportunity to clarify the contents of the staff handbook
* Deliver an induction programme on such issues as:
* Administration
* Pastoral Care
* PSHCE
* SEN
* Performance Management /Staff Development
  + Provide support by the Head of Department for the new member of staff in finding their way around the school, getting used to the timetable and managing resources.
  + Provide regular guidance and support from the designated mentor (HOF) and Head of Department.

**In addition, in relation to newly qualified teachers the school will:**

* Provide opportunities for the NQT to observe the teaching of other experienced colleagues.
* Make provision for lessons delivered by the NQT to be observed and for appropriate feedback and support to be given.
* Encourage the NQT to evaluate his/her own performance and set targets for improvement on an on-going basis.
* Produce termly reports on the progress of the NQT which will be jointly written by the NQT and the mentor and will be submitted to the Head Teacher
* Employ a competence based approach to self-assessment to provide continuity with Initial Teacher Training.

1. **Performance Management ( see separate policy)**

* NQT Co-ordinator
* ITT Co
* PM co-ordinator

**4. INSET**

**Information about INSET**

Most information referring to Inset is channelled through the Head Teacher who is in charge of progress development except when individual staff member receive information through the post or from the Inspectorate and Advisory Teachers. The Head teacher will disseminate information to staff in a number of ways:

1. Specialist INSET information will pass from the senior member responsible to the relevant destinations.

2. Non specialist information will be posted in the staff pigeon hole and the senior member responsible will inform staff of specific courses related to their previously identified needs.

**Identification of Need**

In-service training needs will be agreed as part of an appraisal interview and will be identified in department development plans or school improvement plan. Inset may be in the fields of management development national curriculum implementation or other legal requirements.

Inset needs will be determined by an individual and another appropriate person. This appropriate person could be the appraised the School senior member responsible or the Head of Department. Decisions on whole school Inset needs will involve the views of the senior management team and will then be linked to the goals and targets in the school improvement plan.

It is the responsibility of the appraiser in all cases to inform the senior member responsible of agreed targets concerning professional development so that the best possible attempt to grant requests can be made.

**Requests for Inset - the Procedure:**

Requests for individual Inset should be passed only by the CPD Co to the Head Teacher as soon as possible. A form is provided for this purpose. See attached. Any requests for Inset which involve any resources whether in time or money should be recorded on the form in detail.

Before making decisions about Inset which has a cost attached, the CPD Co must consult with the School Bursar who manages the CPD Budget. The Inset must be approved by the Head Teacher. **(Annex 1)**

**After Inset - the procedure**

Staff who have received professional development through the above system will be asked to submit an evaluation form to the CPD Co so that the validity and usefulness of training can be assessed for the future. See attached copy of Inset Evaluation Sheet, (**Annex 2)**. The CPD Co will also assess the value of providing feedback to other staff.

The Head Teacher will keep a record of the professional development of all staff to ensure that needs are being met. This will also provide an up to date profile of staff expertise.

The SLT will review the above record on a regular basis to ensure that staff needs are being met.

**Monitoring and Evaluation**

This policy will be reviewed on an annual basis

***Policy reviewed July 2014 MM***

**PROFESSIONAL DEVELOPMENT REQUEST FORM**

**Updated July 2014**

Before filling in this form please check with the cover co-ordinator that the date does not cause any problem. Do not book the course at this stage. Complete this form in as much detail as possible. Have it signed off by the Head of Department and the CPD Co.

Pass this form along with all completed associated paperwork to the Headteacher.

**Number of courses previously attended this year**

**Staff Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Department**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of Course**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Title of Course**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Venue**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Organising Body**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Why do you wish to attend this course? The reason would normally be because it is part of your department development plan, or to develop an area related to your responsibilities

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Cost**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Cost of Travel** (estimate) \_\_\_\_\_\_\_\_\_\_\_\_\_

**Cover needed for**: Registration L1 L2 L3 L4A L4B L5 L6 None

□ □ □ □ □ □ □ □ □

Do you need to organise a replacement for your duty? Yes/ No

**If yes, please do so and inform the HT of the replacement staff**

Cover Co-ordinator approved for date availability Yes/ No

**If No, please provide details**

**Signature of cover co**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** -----------

**HOD approval**: ------------------------- **Date:** -----------

**CPD Co approval**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Full Name**:

**Head teachers’ approval** Yes □ No □

**Reason for Refusal**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HT’s Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please give a copy of this form if approved by the Head teacher to the cover, CPD

Co-coordinator and the Bursar.

**INSET - MONITORING FORM**

*Please return this form to the Head teacher within a week of the end of the INSET. It will be used to help with evaluation of Inset Policy and Future Planning. Thank you for your time.*

**Staff name:** ---------------------------------------

**Course Title**: ---------------------------------------------

**Provider**: --------------------------------------------------------------

**Date(s):** ---------------------------------------------------------

Please complete the questionnaire by circling the appropriate response and add comments if applicable.

1. How worthwhile do you consider the course to have been? On a scale of 1-5? (1 being very worthwhile, 5 being not worthwhile at all)

1 2 3 4 5

2. How well did the course achieve its stated objectives? On a scale of 1-5? (1 being very worthwhile, 5 being not worthwhile at all)

1 2 3 4 5

3 In your opinion, would it be worthwhile to send other members of staff on the same course? (If the answer is ‘yes’ please give reason’s if possible)

Yes No

4. Please specify what action if any you will initiate as a result of this course. (This could range from none to addressing a full staff meeting. Other possibilities are briefing specific staff, preparing resources etc.)

*Please continue any answers overleaf if necessary*

***Staff Signature:*** *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* ***Date****: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

***Please give a copy of this form to the HOD and the CPD Co.***