## **Continuing Professional Development Policy**

**Lead Person :** Assistant Headteacher: Teaching and Learning

**Governing Body Committee:** Curriculum

1. AIMS AND OBJECTIVES

1. CPD will serve to support the School to achieve its developmental aims in each given year, support the professional development of all staff and support any member of staff who has been identified as being in need of professional development support.
2. It is the aim of the School to offer all Staff the opportunity to undertake continuing professional development, relevant to the School Improvement Plan, their Departmental Development Plan and their own personal professional development as identified primarily in their Performance Management Review.
3. It is recognised that professional development for any individual will be likely to lead to enhanced professional opportunities outside Walton le Dale High School. Staff are encouraged to seek management training where this is viewed as relevant to their future careers.
4. Funding will be targeted to whole-school priorities within the relevant financial year for which funding is provided.

#### 2. Process and Procedures

1. CPD co-ordinator is RLO, responsible to JHA. Financial resources are monitored by SEC. The Headteacher and Governors have responsibility for the budget and a specific budget is delegated to the Assistant Headteacher for CPD (RLO).
2. Performance Management is designed to review yearly performance and to highlight training needs for the forthcoming academic year. The Performance Management policy requires line managers to provide the Assistant Headteacher with the training requirements resulting from the Review. The training needs of all staff will be taken into consideration by the AHT when staff apply for external training and will also, on occasion, ask staff with relevant experience or expertise to deliver training to staff.
3. When applying for staff development, all colleagues should adhere to the following procedure:
   1. Complete green application form (available from HT’s PA) at least 2 weeks before the event. Team leaders should also sign giving approval of the CPD. External courses should not be booked until approval is given by RLO or JHA.
   2. Take completed form to LHO to ensure cover can be accommodated. If it can, she will sign it off and give it to RLO.
   3. Staff should also arrange for a substitute for any duties on the day of absence.
   4. Work for the day should be planned on cover work proformas and copied to LHO and Head of Department/Faculty at least one day in advance.

1. The criteria for accessing CPD will be in accordance with School priorities but will also take account of the needs of the individual seeking CPD support as identified through the Performance Management or other processes.
2. Application forms for courses (green), which have been identified at School or department level as meeting the requirements of the School Development Plan, or are identified as necessary for the individual concerned, can be obtained from the HT’s PA (LHO). The HT’s PA (LHO) must first grant permission for cover to be provided; then funding must sought from the Assistant Headteacher (RLO).
3. Criteria for applications:
   1. The individual is the most suitable representative for the activity
   2. The activity meets an identified individual / school need or furthers the work of the school
   3. The training is a continuation of previous training
   4. The activity does not clash with calendared school events
   5. There is money available to cover the member of staff / pay for the course.
4. Initiating a CPD request that requires cover must be undertaken at least 2 weeks in advance of the date the cover is required. It is important that any papers associated with courses are copied to the CPD Co-ordinator (RLO) for use within other areas where relevant. No more than two members of staff may be accommodated on the same day.
5. Following attendance at a CPD session, the Assistant Headteacher (RLO) may ask for feedback (where information from the course may be useful to another member of staff).

#### 3. Evaluation

a. Feedback, following CPD, should form part of the next departmental and the Head of Department or Faculty must make provision to review the impact of their training and development during the term/academic year during which CPD occurs.

#### 4. Record keeping

1. All staff will keep a log of their own personal CPD.
2. The HT’s PA will maintain a record of CPD undertaken. Records will be kept on SIMs.
3. The Assistant Headteacher will maintain a log of CPD undertaken, organised in terms of cost per and days undertaken per department.

#### 5. Links to other documents

1. School improvement Plan
2. Departmental development plans
3. CPD Menu
4. Study Group Feedback

**Reviewed by SLT** – Sept 2019

**Approved by** **Governors** – Oct 2019

**Next Review Date**: Oct 2020