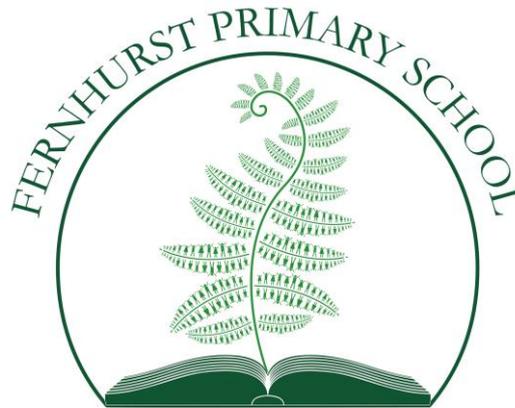


FERNHURST PRIMARY SCHOOL



Nurture | Explore | Achieve

Haslemere Road | Fernhurst | Surrey | GU27 3EA
Tel: 01428 653144 | www.fernhurst.w-sussex.sch.uk

CPD Policy



Created	
Responsible Committee	Finance & Resources
Approved	Aut 2016
Reviewed	June 2018
Next Review	June 2021

Reference: staffroom/govs/policies/CPD policy

FERNHURST PRIMARY SCHOOL

CONTINUING PROFESSIONAL DEVELOPMENT POLICY

“ Continuous learning for everyone is central to the notion of the learning school”

The Intelligent School – MacGilchrist, Myers and Reed

Highly skilled, committed and qualified staff are at the heart of effective teaching and learning. Staff development involves the planning and provision of support for teachers and other school staff which will lead to improved achievement for pupils.

West Sussex Curriculum Statement

Introduction

Continuing Professional Development is an ongoing process of everyone working together to improve our school's effectiveness and enhance the quality of teaching and learning.

The primary purpose of our CPD policy is to clarify and communicate our beliefs about continuing professional development and the way in which it is implemented.

Aims

- To raise standards of achievement through consistent and comprehensive training and development
- To provide training and development opportunities on the basis of identified needs of the school and the individual irrespective of age, gender, race etc.
- To enhance job satisfaction
- To provide opportunities for career development
- To provide opportunities for staff to:-
 - analyse and evaluate current practice
 - extend and develop teaching, administration, management or leadership skills
 - up-date subject knowledge
- To encourage staff to identify and develop their potential
- To give careful consideration to the most effective method of meeting the identified needs and to address them through the use of a wide variety of methods

Responsibilities

The management team will:

- Provide job descriptions and job profiles
- Provide an induction programme for all staff

- Provide termly Performance Management Reviews which include an assessment of training and development needs
- Advise individuals and their team leaders on the best way meeting of their needs
- Provide information about courses and other off-site and on-site training and development opportunities
- Encourage staff to meet the needs which have been identified by providing opportunities for appropriate and relevant training
- Provide opportunities to practice new skills and knowledge and review what has been learned
- Plan the use of resources needed to meet the needs
- Determine priorities for the expenditure of school resources based on the benefits to the school
- Monitor the quality of all training and development
- Evaluate all training and development

Team leaders will:

- Provide termly Performance Management Reviews which include an assessment of training and development needs
- Advise their team members on the best way meeting of their needs
- Provide information about courses and other off-site and on-site training and development opportunities
- Encourage staff to meet the needs which have been identified through practical support
- Provide opportunities to practice new skills and knowledge and review what has been learned
- Monitor the quality of the training and development
- Assist in the evaluation of training and development
- Maintain training and development records for their team

Team members will:

- Discuss any training and development needs with their team leaders
- Participate fully in exploiting opportunities to meet their needs
- Provide information and feedback which will help the school to maximise the opportunities
- Record in their CPD portfolio all training and development received in whatever form
- Share the skills and knowledge which they have gained from previous training and development with their colleagues

Forms of training and development available:

Off-site training and support:

Visits to other schools

Courses organised by:

- Chichester Academy Trust
- West Sussex County Council
- Advisory and Inspection Service
- Colleges and Universities
- Open University

On-site training and support:

- In-set days
- Staff-meetings
- Coaching by subject leaders, senior management team, CAT advisory team
- Coaching a colleague
- Classroom observation by/of a colleague with appropriate feedback
- Shadowing a colleague

Self-development

- Personal reading including Internet research
- Reflecting on what has happened in class with a colleague
- Asking the children their opinion of a lesson
- Tracking children
- Informal discussions with colleagues about teaching and learning
- Discussions with parents
- Action research
- Requesting “training”
- Requesting extra responsibilities

Identifiers of Training Needs

- School Development Plan – Key Priority Targets
- Performance Management Individual Review Meetings
- Team Meetings
- Monitoring process
- Changes in job description
- Introduction of new policies, equipment etc.

Resources

Training courses and supply cover are funded in the school annual budget. Some elements may be ring-fenced, that is they can only be used for the purpose identified by CAT or the LEA / DFE. Additional funding may be provided from elsewhere in the school budget.

In-put from the AIS (Advisory and Inspection Service) for on-site advice and in-set is funded through the Service Level Agreement grant.

The school has an extensive staff library which is added to regularly. Several periodicals are bought which provide new information in aspects of teaching and learning. Information about off-site courses is available in the staffroom.

This policy should be reviewed every three years