

**Continuing**

**Professional Development**

**February 2016**

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| Adopted by Standards & Performance on: |  |
| Ratified by the Governing Body on: |  |
| Review Date |  |

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**Continuing Professional Development Policy**

**Aims**

* To set out the purpose and processes of CPD at Shenfield High School
* Make clear to all members of the community the expectation for them to take responsibility for their own development
* Make clear the opportunities available for all staff development

**Objectives**

* To support the school with its central focus of continuing to improve the quality of teaching and learning
* To ensure that all members of the community engage in continuous professional development according to the need of the individual, the department and the school
* To improve the quality of teaching and learning across the school and in all areas

**Principles**

All staff, teaching, support staff and governors shall have an entitlement to equality of access to high-quality induction and continuing professional development. All members of the school community will have opportunities, through Performance Management, Line Management and other professional development opportunities, to discuss their professional needs.

Shenfield High School believes that professional development:

* is an on-going process encompassing all formal and informal learning experiences that enable all staff in school, individually and with others, to reflect on their practice, develop their knowledge and skills and improve ways of working so that student’s learning and well-being are enhanced as a result
* should be a balance between individual, group, school and national needs
* allows opportunities for professional and personal growth
* increases resilience, self-confidence, job satisfaction and enthusiasm for working with children and colleagues
* helps everyone be more effective in their roles, so students learn, behave better and achieve to the best of their ability
* improves retention and recruitment
* contributes to a positive ethos where people feel valued and motivated
* makes for a learning-centred community – students are learning and so are the staff

In addition Shenfield High School is committed to:

* Accurately identifying the needs of the individual, the department and the whole school in accordance with the School Improvement Plan
* Providing high quality, individualised and relevant professional development opportunities which meet the needs of the above
* Ensuring that professional development activities are cost effective
* Providing professional development activities which enhance knowledge and skills and approaches to the education of children, with a view to improve the quality of the teaching and learning process

CPD at Shenfield is an on-going process building upon initial teacher training and induction, including development and training opportunities throughout a career and concluding with preparation for retirement.

CPD will:

* update and extend the professional’s knowledge and skills on new developments and new areas of practice to ensure individual roles can be completed with confidence
* provide training for new responsibilities, a changing role and/or preparation for a more senior post
* develop an individual’s personal and professional effectiveness which, in turn will increase motivation and job satisfaction

The central features of the CPD policy will comprise:

* effective auditing and identification of need and aspiration
* ensuring appropriate match of provision to the individual, the department and the school within the constraints of financial restrictions
* 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

**CPD Leader: Senior Assistant Headteacher: Teaching and Learning and Behaviour**

* 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. The outcomes of this 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 in relation to the whole school Improvement Plan
* 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 CPD 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.

**Identifying need**

CPD priorities will be informed by the following:

* Whole school priorities as identified on the School Improvement Plan which will take into account internal and external forces
* Department priorities as identified on the Team Improvement Plan which in term reflect whole school priorities
* Individual need as identified through self –evaluation as a key component of Performance Management

**Meeting the need.**

The CPD leader will be responsible for ensuring the efficient organisation of opportunities, e.g. booking and 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 associations and school improvement organisations.

This CPD policy will be reviewed annually by the Governing Body.