



# Swanmead Community School

Statutory Policy 6B

## Continuing Professional Development

*Document history:*

First introduced in current format		Nov 2017
Review Timescale		2 Years
Version	Last Reviewed	Next Review
<b>1</b>	<b>Nov 2018</b>	<b>Nov 2020</b>
Changes made at last review?		No
Prepared by:	<b>The Headteacher</b>	
Checked by:	<b>Members of The Pay Committee</b>	

*For approval by:*

The Pay Committee	
Signed by the above:	
Date:	22.11.2018

*Summary of changes:*

Date of change	Nature of change
November 2018	No changes made

### 1. Rationale

Swanmead Community School is striving to become a learning school through a culture of continuous improvement. Through the continuous learning of our staff and governors the school improves, develops and provides the support for our pupils to achieve their full potential.

Through staff and governor learning we aim to increase the effectiveness of both the individual and the team by enabling them to contribute to the school's vision and goals. The staff development process will ensure mutual benefit for the individual and the school.

## **2. Purposes**

Our continuing professional development process will:

- Contribute to improving and developing the overall effectiveness of the school, raising pupil achievement, and meeting the needs of pupils, parents and the wider community.
- Contribute to job satisfaction, personal achievement
- Improve and develop teaching, leadership and management and other job related skills in the context of changing educational needs.
- Ensure that all staff are valued and recognised as the school's most important asset.

## **3. Guidelines**

- 3.1 Continuing professional development (CPD) activity is planned in the context of the School Development Plan and Appraisal process.
- 3.2 Financial and other resources for CPD are allocated annually and apportioned in accordance with school priorities for strategic development, team and individual needs.
- 3.3 Staff are supported by line managers/performance management reviewers in determining their own development needs in the context of the School Development Plan, teacher standards and individual professional needs.
- 3.4 Appraisal Reviewers are responsible for helping staff to review their performance, identify development needs (within agreed budgetary constraints), reflect on their learning and evaluate the impact of their development.
- 3.5 Staff are responsible for maintaining their professional portfolio.
- 3.6 CPD is led at whole school level by a named CPD leader
- 3.7 CPD begins with the provision of a relevant induction programme and continues through employment in the school. Specific induction and support are provided as necessary for staff who change jobs within the school.
- 3.8 Individual and school based records of CPD activity are kept, by the CPD leader, to ensure continuity and progression in the development of professional skills, and equality of opportunity in development activities

#### **4. Monitoring and evaluation.**

- 4.1 All CPD activity is monitored and evaluated by the CPD leader to assess its contribution to school improvement and raising pupil achievement. Evaluation findings are used to inform continuous improvement of CPD activity.
- 4.2 The Headteacher will report at least annually to Governors through the Head's Report.
- 4.3 It is the responsibility of the Personnel Committee to implement and monitor this policy and review every two years or earlier if legislation should change.