



# SIR THOMAS RICH'S CPD (Continuous Professional Development) Policy

This policy was drawn up in accordance with the *Standard for Teachers' Professional Development (DfE July 2016)*, the *Teachers' Standards (July 2011)* and the *Professional Standards for Teachers Post Threshold (TDA, 2007)*.

**Last Review Date:** June 2018

**Responsibility:** The School's Senior Management Team (SMT) draws up and implements the CPD policy. The Governors' Personnel Committee reviews the policy and monitors its implementation.

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## 1. Introduction

Continuous Professional Development (CPD) is a priority and an entitlement for all staff and governors of Sir Thomas Rich's. It aims to:

- improve the quality of learning and teaching;
- provide the highest standards of support and guidance to pupils;
- facilitate school improvement and development;
- contribute to professional aspirations and career progression;
- support and challenge strategic decisions to ensure the best outcomes for pupils.

All staff and governors have a responsibility to utilise CPD to develop their knowledge and skills as well as increase their capacity to be positive role models to pupils as lifelong learners.

In particular, the Teachers' Standards set out a number of expectations about professional development; namely, that teachers should:

- keep their knowledge and skills as teachers up-to-date and be self-critical;
- take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues;
- demonstrate knowledge and understanding of how pupils learn and how this has an impact on teaching;
- have a secure knowledge of the relevant subject(s) and curriculum areas;
- reflect systematically on the effectiveness of lessons and approaches to teaching;
- know and understand how to assess the relevant subject and curriculum areas.

## 2. Approaches to CPD

Sir Thomas Rich's will support a wide portfolio of CPD approaches in order to facilitate school improvement, assist teachers to meet the Teachers' Standards and the Professional Standards for Teachers Post Threshold and increase its accessibility to staff. As far as possible, CPD is personalised and takes into account the needs and career aspirations of the individual member of staff alongside the needs of the School.

The School acknowledges that successful professional development involves working in partnerships and should support a culture of trust, respect and scholarship. It should:

- have a focus on improving and evaluating pupil outcomes;
- be underpinned by robust evidence and expertise;
- include collaboration and expert challenge;
- be sustained over time.

Therefore, CPD approaches may include:

- attending a course or a conference;
- completing online training;
- attending internal training using the expertise available within the School, e.g., pedagogic practices for different subjects and contexts, coaching skills, pastoral skills; leadership development.
- practical experience, e.g. external examination marking, delivering INSET and external training, ITT subject mentoring, presentations to school governors.
- research opportunities and opportunities to participate in award bearing work from higher education institutions and other providers such as the National College for Teaching and Leadership;
- school-based collaboration, e.g. Practitioner Partnership, learning study triads, department meetings, Heads of Department meetings, pastoral meetings, standardisation and moderation, working parties to research and develop aspects of learning and teaching;
- external collaboration, e.g. contributing to and delivering a training programme, co-ordinating or supporting a local or national learning forum or network, school visits to observe or participate in outstanding practice;
- job enrichment or enlargement, e.g. job sharing, acting leadership roles, job rotation, job shadowing;
- school-based work overseen by an external consultant, adviser or relevant expert;
- secondments, e.g. with a regional or national organisation, an exchange or placement, e.g. with another teacher, school, industry or higher education.

## 3. Induction

All staff and governors new to Sir Thomas Rich's receive a planned induction in school which is supplemented by external providers. Line Managers, Heads of Department, Heads of Year and Senior Leaders have discrete responsibilities within this process. Every new member of staff receives a handbook. New teachers are invited to spend at least one day in school during the term prior to their start date. The days are structured to ensure that new members of staff benefit from a positive and purposeful start to their career at Sir Thomas Rich's.

- Newly Qualified Teachers follow a specific programme of support and training in line with DfE

requirements. The NQT Mentors and the Deputy Headteacher i/c of learning and Teaching has responsibility for the delivery of this programme.

- Participants of Initial Teacher Training (ITT) follow a structured programme of professional training. The Training Manager has responsibility for the delivery of these programmes in school.
- Governors receive an Introduction to Governance document which includes the scheme of delegation, code of conduct, guidance for visits and other key information. Governors also attend the Introduction to Governance INSET delivered by Gloucestershire County Council.

#### **4. In-Service Training**

The School holds in-service training days (INSET) during the academic year. The INSET programme is planned in advance by the Senior Management Team, the content of which is informed by the needs of the School outlined in the medium term School Development Plan and the yearly School Improvement Plan.

The principle purpose of INSET is to improve learning and teaching by:

- increasing awareness of educational developments and innovations;
- improving pedagogical knowledge and specialist knowledge, e.g. Special Educational Needs;
- considering how to implement pedagogic practices successfully in different contexts;
- sharing examples of effective pedagogic practices to validate as well as challenge existing beliefs;
- working collaboratively to exchange ideas, draw on evidence and expertise and discuss the impact of pedagogic practices,
- enabling staff to contribute to the delivery of the School's development and improvement plans;

The School aims to make the best use of all available resources and will draw from providers such as:

- in-school expertise; making use of the knowledge, experience and skills of staff;
- representatives of agencies or independent organisations or individuals who have specific areas of expertise;
- a variety of institutions including schools, universities and examination boards;
- local authority experts, e.g. the Gloucestershire Safeguarding Children Board

#### **Practitioner Partnership**

During the academic year, every teacher in the School will be invited to take part in a Practitioner Partnership (in the place of an evaluative observation carried out by their Line Manager) where teachers work collaboratively to observe each other's lessons and offer feedback using coaching techniques. The aim is to:

- promote discussion about how pupils learn, challenge beliefs and improve pupil outcomes;
- share, refine and adapt practice across the curriculum;
- encourage deeper reflection;
- promote collegiality and an ethos of collaborative working;
- support a culture of trust, respect and scholarship;
- facilitate formative feedback on the quality of teaching;
- reinforce the expectations outlined in the Teachers' Standards and the Professional Standards for Teachers Post Threshold.

## 5. Leadership and Management of CPD

The Deputy Headteacher with responsibility for Learning and Teaching is the CPD leader and has an overview of staff development. In order for staff to maintain and develop their skills and contribute to school development, the CPD leader will ensure that CPD balances the needs of the School and its development priorities; the development needs of each department and the career aspirations of the individual

The CPD leader's main responsibilities will be to:

- identify CPD needs through school self-evaluation, analysis of pupil outcomes, analysis of appraisal and target setting, formal and informal discussion with curriculum and pastoral leaders and SMT;
- discuss CPD priorities and budgetary implications with the Headmaster and the governing body;
- maintain accurate and up-to-date records of the training undertaken and delivered by staff and governors;
- monitor and evaluate the quality and impact of CPD through formal and informal feedback;
- report to the Headmaster and the governing body on the provision and impact of CPD;
- keep up-to-date with CPD developments nationally and locally;
- promote CPD as a central element of performance and appraisal;
- provide details of CPD opportunities and disseminate information to the appropriate staff and governors.

To support CPD, Line Managers will:

- work within the context of the STRS Appraisal Policy, the medium term School Development Plan and the yearly School Improvement Plan; Department Development Plans and the Teachers' Core and Post Threshold Standards to identify CPD needs;
- secure appropriate staff development within budgetary constraints;
- take into account the professional and personal aspirations of the member of staff and actively support continuous professional development;
- be fair, honest and have regard for the School's commitment to equal opportunities;
- take into account the current knowledge and experience of the member of staff or governor;
- ensure that records of staff CPD are kept up-to-date, e.g. recorded in the Department SEF, and that relevant information arising from training is disseminated appropriately and in a timely manner so that as many members of staff as possible can benefit from the training undertaken.

## 6. Procedures

In the first instance, attendance at any CPD course must be agreed in principle with the member of staff's line manager and any other relevant curriculum or pastoral leader. In the case of governors, training should be authorised by the Headmaster.

The member of staff should complete an INSET pro forma which is available in the administration office. Once the training has been formally approved by the Line Manager, relevant budget holder, e.g. Head of Department, Administration Assistant (cover and absence), the Finance Manager and the Deputy Headteacher with responsibility for CPD, the completed pro forma will be returned to the member of staff.

Each member of staff is responsible for booking their place on a CPD course and arranging cost-effective transport.

## **7. Funding**

Funding for staff CPD is incorporated into department budgets. When a CPD course is directly linked to a subject area, it will normally be funded by the subject department which is managed by the Head of Department. When CPD is linked to whole school improvement, the cost will normally be covered by the Staff Development budget which is managed by the Deputy Headteacher.

For award bearing work from higher education institutions, e.g. MA, MSc, PhD, the School will fund one third of the full cost provided that the course is completed (unless there are exceptional circumstances which prevent completion).

Before approval is given to CPD training, careful consideration must be given to value for money and the resources available, e.g. How and when will information from the training course be disseminated to relevant members of staff? Can similar training be accessed through another, less expensive, provider or by another means? Can training be accessed locally rather than further afield?

Travel expenses can be claimed through the Finance office. When travelling by train, tickets should be booked well in advance through the school reception.

## **8. Evaluation**

The quality and short-term effectiveness of CPD is evaluated through the CPD Evaluation pro forma and informal discussion with staff and governors.

The long-term effectiveness of CPD is evaluated through:

- pupil outcomes;
- lesson observations;
- minutes of subject meetings, Heads of Department and pastoral meetings, full governing body and governor committee meetings;
- staff well being (qualitative and quantitative measures);
- recruitment, retention and career progression of staff.

For further information, please refer to the Sir Thomas Rich's Self-Evaluation Chart.