



All Saints Carshalton, Church of England Primary School

Policy for C P D

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Introduction

Good quality CPD plays a crucial role in helping maintain high levels of expertise, enthusiasm and commitment to learning. It contributes massively to high standards in teaching and learning across the school. It allows skills and competencies progressively to be developed, with the result that great value is brought to the school as a whole. Continuous learning is essential, and good practice should be shared, freely given and freely received. Every member of the learning community should have access to high-quality induction and continuing support and development. Every effort will be made to ensure that CPD is adequately funded within the limits allowed by the overall budget.

Aims of CPD

- to allow all staff to have access to relevant professional development opportunities
- to have a direct impact on the quality of learning in the school
- to have a direct strategic link to the School Development Plan and to the individual's appraisal
- to support and develop the needs and interests of individuals, including their career progression
- to enable subject leaders to develop their knowledge and understanding of their area of responsibility
- to provide opportunities for staff to disseminate information and share their expertise
- to develop subject leaders' expertise in monitoring and evaluating teaching and learning in their curriculum area
- to provide time for subject leaders to scrutinise pupils' learning and undertake learning walks

Principles of Practice

Each member of the school learning community is personally responsible for:

- keeping an up to date professional development portfolio
- reflecting on all CPD experiences and disseminating their learning with relevant colleagues
- seeking out and participating fully in professional development opportunities available, including learning with, and learning from colleagues
- engaging fully in the appraisal process

Identifying need

The purpose of CPD is to meet the needs of the school and those of the individual as identified through:

- school self-evaluation documents
- the School Development Plan
- Government initiatives
- Local authority initiatives
- DfES guidance
- National Standards
- Appraisal
- Career aspirations

CPD Provision

Our CPD provision is intended to offer a wide range of possible development opportunities for all staff, including:

- induction

- appraisal
- attendance at day, half-day or twilight courses
- staff meetings
- learning moderation
- coaching and mentoring
- preparation for new roles and responsibilities
- INSET days, including those led by external speakers
- training led by colleagues
- leading and attending workshops
- termly subject leader meetings
- lesson observations
- learning walks
- scrutiny of learning
- visits to other schools
- peer/team teaching

Leadership and Management

The CPD Leader for teaching and support staff is the Deputy Headteacher, to whom CPD requests and discussions should be directed. The Bursar is responsible for the CPD needs for office and kitchen staff. All staff have a responsibility for being proactive in their own professional development. The relevant CPD leader keeps a database of all external CPD training, and is responsible for organising supply cover for staff on external training. The Headteacher reports on training provision in the termly Headteacher report to Governors.

Online information for Sutton Professional development may be found online at www.sams.sutton.lgfl.net or from: Lisa Matthews Sutton/Merton Educational Professional Development Officer Tel: 020 8288 5679 Fax: 020 8288 5691 Chaucer Centre, Canterbury Road, Morden SM4 6PX