

## **A POLICY FOR CONTINUING PROFESSIONAL DEVELOPMENT AND ASSOCIATED PROCEDURES**

### **Aims of CPD**

- To recognise and respond to the needs of the school as a learning community.
- To improve the quality of learning and teaching for all pupils.
- To respond to the School and Department Development plans, Local Authority and National priorities.
- To enable teaching and non-teaching staff to have access to opportunities for professional and career development.

### **The Management and Delivery of CPD**

- The overall responsibility for the management of CPD rests with a nominated member of the Management Team.
- The CPD committee comprises members of staff with varying experience and levels of responsibility within the school.
- Ideally, membership of the group should be for a minimum term of three years to ensure continuity but new members are welcomed annually.

### **Responsibilities of the Committee**

The committee is accountable to the school Management Team and the School Development Group. This involves regular consultation with and reports to both groups.

The committee makes recommendations and assumes responsibility for:

- The construction of a whole-school policy for CPD.
- Responding to CPD needs identified in the professional review process.
- Processing applications for CPD funding from departments and individual staff.
- Maintaining records of CPD needs and provision.
- Liaison with the Authority CPD group and Secondary Adviser.
- Financial planning and budget management in relation to CPD.
- Making recommendations to the Management Team on the allocation of funding at the Development Planning stage each session.
- Providing, as appropriate, in-service courses and activities within the school.
- Effective communication with staff regarding CPD opportunities and issues.
- The induction and support of all probationary teachers and new members of staff.
- Maintaining a library of reports from CPD events so that experiences can be shared.
- Maintaining an informative website with links to Authority CPD site and providers outwith Orkney.

CPD provision will reflect priorities at various levels:

- National priorities set by SOED, SCCC and other agencies.
- Authority priorities set by the Local Authority and its staff development committees.
- School priorities set by the Authority, Head Teacher/school management team and school staff as described in the School Development Plan.
- Departmental priorities set by the school management team and the Principal Teacher in consultation with staff as outlined in department development plans.
- Individual staff priorities set by personal and professional needs identified as part of the school's career review.

## **Identification of CPD Needs**

CPD needs are identified in a number of ways - Professional Review, National and Local Authority initiatives, School and Departmental development plans and a staff survey prior to the preparation of the annual CPD plan.

## **Implementation, Costing and Resourcing of CPD**

- A regular CPD Update issued to all staff itemises training opportunities as they arise. A dedicated noticeboard and display unit in the staffroom stores the literature sent to the school, facilitating easy access by the staff.
- The committee aims to maintain a record of the range of existing skills available among the school staff, the authority as a whole and to develop links with training providers in the local community.
- Based on available information, the committee will prepare an annual CPD plan, with estimated costing and sources of funding, for submission to the school Management Team and the Authority.
- Staff will receive a personal letter at the start of each session listing the CPD opportunities they have requested and the funding allocated if applicable. Principal Teachers will receive notification of CPD funding allocated to the needs identified in their development plans. All letters will indicate any whole school training to take place during the session.

## **Monitoring, Evaluation and Review of the programme**

Each member of the CPD committee has responsibility for supporting staff in a group of departments and monitoring the CPD provision.

The committee will monitor the progress of the CPD Plan and evaluate its effectiveness in accordance with Quality Indicators 6.6, 7.2 and 7.3

The committee will prepare an annual report of all its activities. Staff that receive funding for CPD are required to prepare a report on completion of the activity. Summaries of these will be provided in the CPD Update.

June 2006

**Application for Funding from the CPD Budget**

Name: .....

Type or Development: personal professional

(tick as appropriate) department  
whole school

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Title of Course/Activity: .....

Previous applications for funding in last two years: .....

.....

Relevance of development activity:
How will the activity be followed up?

If approved, a report will be required. This should be submitted to the CPD committee within two weeks of the course/activity. Please use the back of this form and email it to [chris.burton@orkneyschools.org.uk](mailto:chris.burton@orkneyschools.org.uk).

Estimated costs:	Travel:	<input type="text"/>
	Subsistence:	<input type="text"/>
	Cover:	<input type="text"/>
	Other:	<input type="text"/>
	<b>Total:</b>	<input type="text"/>

## Report

Summary of Content

Evaluation

Possible impact on individual/department/whole school