



Continuing Professional Development Guidelines

It is recognised that continuing Staff Development is not only desirable but also crucial for a school to continue to grow and improve, there are many different ways in which teaching and non-teaching staff can develop; In-Service Training is one of these methods. In addition to the 5 days a year of In-Service days staff also have an entitlement to training courses held off-site by the LEA or other reputable providers. Due to the financial implications of these courses – particularly where cover is involved there is an expectation that any such courses are used effectively and the trainee should where appropriate, be able to feedback to staff. Priority is given to those areas of development, which are identified in the School Improvement Plan, (SIP) and to meeting the agreed objectives relating to the Performance Management Targets for teachers.

The process

When the Continuing Professional Development Booklet arrives in school the Continuing Professional Development Co-ordinator will attempt to match identified and predicted training needs against the courses on offer, using information from Staff Development. Where courses meet these needs the member of staff will be given an **Identification of Staff Development Activity** form (attached), the member of staff is free to accept or decline this training by completing the form as appropriate and returning it to the CPD Co-ordinator. All members of staff will be given the opportunity to look through the booklet and highlight any training that they feel they require by completing an **Application for Staff Development Activity** (attached).

These courses will then be matched to the School Improvement Plan and the funding available in the Standards Fund. The Headteacher and Staff Development Co-ordinator will then allocate the courses accordingly and all staff will be informed.

Before any member of staff attends any training the CPD Co-ordinator will give him/her information relating to the course/training including delegate list, lunch arrangements, map (if needed), timing etc.

It is important that a record is kept of the training which staff have undertaken, the content of the course and who else may find the information of use. This information, a **Professional Development Opportunity Review Sheet** and a basic course review sheet (attached), will be given to the trainee to complete and will be filed in a folder which can be accessed by all members of staff as a resource.

All members of staff are advised to keep a personal Professional Development File (compulsory for teaching staff as it will be important in respect of Performance Management and applying to cross the 'threshold'). Reviewing training courses should aid all staff when considering personal and professional needs and will build into a valuable resource. It will also aid the Staff Development Co-ordinator in future planning, particularly where courses are repeated. Therefore on completion of training all staff are advised to retain a copy of the **Professional Development Opportunity Review Sheet**.

Dissemination

Where appropriate staff may be asked to share the information from training courses at a Staff Meeting or as part of an INSET Training day. Where this happens the staff involved are entitled to support from the School Leadership Team in both the planning and delivery of the training. Leading staff training in this way is also a valuable form of development. Sometimes dissemination will take the form of giving other members of staff either verbal or written information, for teaching staff this is probably best done at a Staff Meeting. Please inform Jan Isaac prior to the meeting to ensure that time is available.