



CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD) POLICY **Whole school and EYFS**

Introduction

At Parsons Green Prep School, the quality of our staff is of paramount importance. We employ high-quality teaching staff who, in addition to teaching the curriculum, observe and respond to every child's unique interests and developmental needs. To ensure quality improvement, we are committed to continuous professional development for all staff.

Aims:

- The quality of learning experiences for children are constantly improving.
- All staff develop professionally and personally and have increased self-confidence and motivation.
- Staff are able to share their experiences and knowledge with one another.
- To meet the school's aims and objectives through CPD.

Identifying training needs

- Training needs will usually be identified via regular staff meetings and performance management reviews and appraisals.
- Individual staff members may express a preference or interest in a specific area of professional development.
- Inspection reports may identify key areas for development.
- Observations of staff by members of the senior leadership team or by peers may highlight particular training needs.
- The school development plan and may identify areas for development.
- Regulatory requirements set by the inspectorate may bring around training requirements.

Nature of professional development

Professional development can be delivered through:

- in-house training for all staff, delivered by independent consultants, or private training provider
- self-directed study
- an external certificated course, linked to the National Standards, for example, First Aid, Child Protection, Food Hygiene, etc.
- a vocational course leading to a specific qualification, for example NVQ2/3
- attendance by individual staff members at inset days, twilight and evening sessions, workshops or conferences
- attendance at networking events
- exchange visits with other schools or settings
- opportunities for peer observation
- learning walks
- sharing ideas with colleagues and fellow professionals
- personal research



- learning and development online.

CPD process

The CPD log (appendix 1) should be completed at the start of the academic year by the KS leader/line manager. Once this has been agreed, it is submitted to the headteacher for approval.

Assessing and reviewing CPD

Once a successful probationary period has been completed, all members of staff have a CPD log which is to be reviewed termly by their key stage leader or line manager to evaluate the CPD and if any further development is needed to fulfil the training need using the CPD evaluation form (appendix 2).

The CPD log will be created at the beginning of the academic year by mutual agreement between the staff member and their key stage leader/line manager.

Once a member of staff has completed an area on their CPD log, time will be allocated in a staff meeting or a focus group meeting to feed back where appropriate. A summary report of each area of CPD should be submitted to the HR manager and headteacher (appendix 3).

This policy will be reviewed annually		
Reviewed: September 2011	By: Janie Richardson	None
Reviewed: September 2012	By: M McLachlan	Wording and nature of CPD
Reviewed 7 March 2014	By Pippa Hogg-Andrews	ISI reference added.
Reviewed: 1 September 2016	By Neil Christey and Helen Stavert	CPD log added. Updated process and review and assessment of CPD added. Appendix 1,2 and 3 added.
Reviewed: 1 September 2017	By: Tim Cannell	No changes
Reviewed: 1 September 2018	By: Headmaster	No changes
Next Review: 30 August 2019	By: Headmaster	



Appendix 1

CPD Log

Date	Training need	What will I learn and how will I use it	Resources needed (e.g. money, time, equipment, staff support)	Agreed by headteacher	Evaluation spring (tick)	Evaluation summer (tick)



Appendix 2

CPD Evaluation sheet

Use this form in termly evaluation meetings.

Name:	Date:	Training covered:
Has the training successfully met the initial training need? Please provide evidence where available.		
Have any further training requirements been identified to develop the area?		
Please use this area to comment on the training provided; anything you particularly liked, or feel could be improved about the delivery.		
Staff member signed –	Date:	
KS leader/line manager signed –	Date:	



Appendix 3

CPD report

Name:	Training covered:	Date:
What were the main areas covered by the CPD?		
What did your CPD cover in detail? Please summarise the areas covered and submit any slides, handouts and the notes made during the training.		
Thank you for completing the summary report.		