

# St Mary's Catholic Primary School

## CPD policy

**Person Responsible: Miss M Jackson**

**Date: September 2016**

**Review Date: Autumn 2018**

### **Introduction:**

The purpose of staff development is to enable individuals to increase their knowledge and skills, both professionally and personally in order that they may become more effective in their work.

At St Mary's we believe that staff is the most important resource in the school; we have a commitment to staff development which in turn leads to a more effective education for the pupils.

### **Aims:**

The main aims of staff development are:

- To help prepare staff for future career opportunities
- To make individuals, groups and the school organisation more effective and efficient
- To increase the knowledge, skills and expertise of the staff so that they may carry out their responsibilities effectively
- To ensure that there is continuous improvement in the learning opportunities and standards of achievement of pupils

### **Objectives:**

- To match the developing skills and knowledge of the staff to the needs of the school
- To create an environment where staff are actively encouraged to pursue their own professional development
- To ensure equality of opportunity in all matters regarding staff development

### **Greenwich LA:**

The school uses the services and expertise offered by Greenwich LA. However, for best value, can access training from other areas. Training booklets and flyers will be available to staff.

### **Identifying Staff Development Needs:**

Ways of identifying the needs of the school and staff may include:

- Classroom observations undertaken by the Improvement Partner, senior leadership and curriculum leaders
- Through the Performance Management Process
- Through external requirement including LA and Government Policy
- Analysis of test results

### **NQTs:**

- Arrangements are made for NQTs to spend time in school with their children towards the end of the Summer term where possible
- Each NQT has a designated mentor who is an experienced teacher within their year group
- The mentor and NQT have regular non-contact time for information and advice - giving discussions. The mentor will work in the NQTs classroom when appropriate and the NQT will be released to

observe in other classes in the school. The NQT is released to attend the LA induction programme.

### **New Staff:**

New teaching staff visit the school prior to taking up appointment where this can be arranged. Essential information is given to new staff

### **Performance Management:**

The Performance Management process for **all** individual staff members will help identify training and development needs of individuals in relation, both to their own career and personal development, and in the context of the school objectives for development.

### **Analysing Staff Development Needs:**

The Headteacher and Deputy analyse and place in priority order the required INSET. The main considerations are:

- **Relevance:** Is the INSET relevant to the needs of the school and staff
- **Effectiveness:** Will the INSET lead to school improvement and improve performance of individual staff members
- **Efficiency:** Do the outcomes justify the cost?
- **Priority:** Does the INSET meet the school priorities?

### **Programme:**

A good Staff Development Programme will ensure that individual needs are set alongside the team and institutional needs previously identified.

Staff Development activities may include:

- Courses which are distributed to relevant curriculum leaders and available on LA web site
- Feedback from courses
- Courses from agencies outside the Borough
- Personal support/mentoring
- Job shadowing
- Induction
- Staff development interviews/appraisals
- Observations in classrooms
- Working alongside leaders/advisers
- Visits to other schools
- Provision of reading material
- Mentoring
- Staff led INSET
- Staffroom conversations
- LA working parties and cluster meetings

The Senior Leadership Team will be responsible for devising a total school INSET programme in light of:

- The School Improvement Plan
- Government Initiatives
- Information gathered by the Headteacher, Deputy and subject leaders
- The budget

**Evaluation:**

Staff are encouraged to evaluate all training and development undertaken and to keep a file of their own professional development. Information gathered will be passed to the CPD leader (Headteacher) and evaluations given at this point.

A formal feedback to the staff may be required if the course is of general relevance.

Governors will regularly be given an updated list of training offered and the impact of this training.