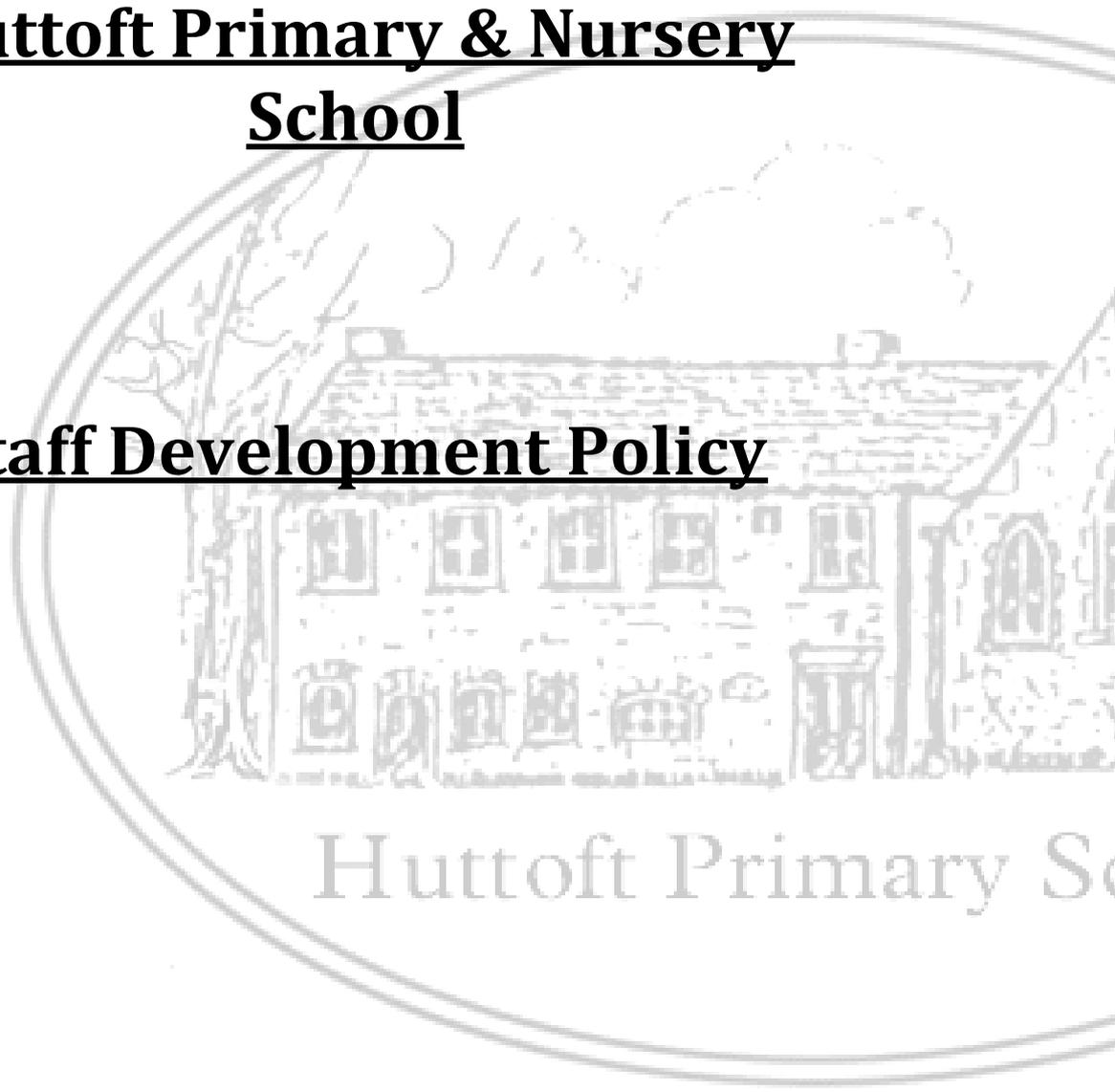


Huttoft Primary & Nursery School

Staff Development Policy



Huttoft Primary & Nursery School (Academy)
'Building Foundations, Enabling Discovery, Broadening Horizons'

A Governing Body Policy

1. Principles, Values and Entitlements

We believe that –

- Investing in Professional Development is a key to our school's continual improvement as we strive to raise standards and the quality of teaching and learning
- All our staff and Governors are entitled to access quality Induction and continuing Professional Development
- All members of staff have the opportunity, through Performance Management, appraisal and/or other mechanisms to discuss their Professional Development needs
- Our school community (i.e., parents) is included in Professional Development opportunities through invitations to join our activities e.g., concerts, open afternoons, awareness raising events, presentations.

Our school's CPD Policy is designed to address needs created by National and local priorities, whole school needs and individual aspirations, needs and personal fulfilment. It supports accreditation of the Professional Development of staff.

2. Leadership and Management

Our CPD Co-ordinator is the Headteacher. It is his responsibility to identify the school's CPD needs and those of the staff working within it. It applies to both teaching and support staff.

The CPD Co-ordinator reports teaching staff Appraisal targets annually to the Governing Body. The programme for each of the Week 12 joint staff/governors training sessions and non contact (INSET) days is shared with governors. The CPD Co-ordinator's Headteacher Reports to each full Governing Body meeting include information on courses/CPD areas for staff. The benefits for pupils and school attainment, improved teaching and learning, increased pupil understanding and enthusiasm, increased staff self confidence and retention of staff are described as appropriate. This commentary will withstand Best Value Scrutiny and inform decision making.

3. Planning for Effective CPD

Planning for CPD is integrated within the School Development Plan and thus arises from a wide range of collected information.

Priority for CPD opportunities will be accorded as follows:-

- a) helping to raise standards of pupils' achievements
- b) meeting identified individual, school or national priority
- c) further a Performance Management/Appraisal target
- d) leading to a specific qualification/accreditation
- e) personal interest/enquiry in a 'new' area

4. **Activities that Support CPD**

Opportunities for ongoing CPD at Huttoft School are –

- Attendance at a course or conference
- School INSET days
- Termly 'Week 12' joint staff/governor training
- In school training e.g., observing a colleague, team teaching, discussions with subject leaders
- School based work from an external professional e.g, music support, PE coach, SEN/health expert
- Reading educational, academic and professional journals and documents
- Attendance at subject specific Cluster meetings
- Staff meetings; focused discussions at staff meetings
- Participation in an award bearing programme e.g., NVQ, further degree
- Subject leader role(s)
- Online ICT based learning and development e.g., Webinars
- Non contact time for following up a CPD opportunity
- Visit to another school to observe good and successful practice
- Personal reflection on own performance within the school team
- Moderation discussions with staff from Huttoft and other schools
- Information cascaded at staff meetings
- Regular safeguarding and child protection updates given by Designated Safeguarding Lead

5. **Record Keeping**

Staff maintain their own record of CPD. Copies of certificates attained should be given to the Headteacher.

The CPD Co-ordinator/Safeguarding DSL maintains a central record relating to individual and whole school Safeguarding specific training e.g., in respect of Food Hygiene, Anaphylaxis, Diabetes is recorded in the CPD record.

6. **Monitoring of CPD**

Following a relevant Professional Development opportunity the participant will discuss with the CPD Co-ordinator the process to most effectively disseminate relevant 'news' to other staff and what steps might be taken next to put the Professional Development learning into practice. Non contact time may be provided for preparation or dissemination materials if requested of the CPD

Co-ordinator.

At the end of each academic year, the CPD Co-ordinator asks all staff to complete a monitoring sheet to establish improved practice/pupil impact as a result of changes/new learning activities acquired at Professional Development opportunities during the year.

This Policy will be reviewed annually by the Governing Body in the Summer Term.

