

Hornsea Burton and Skipsea Federation

CONTINUOUS PROFESSIONAL DEVELOPMENT POLICY

Rationale

Hornsea Burton Primary and Skipsea Primary Schools are committed to supporting the professional development of all staff throughout their career. Every member of staff has a valuable contribution to make in helping all pupils maximise their potential. The commitment to the professional development of staff ensures that we maintain and develop competence, expertise and confidence in delivering a service of the highest quality. We recognise the enhanced profile given to staff development in the national agreement 'A Teaching Profession for the 21st Century' and that within the statement of National Priorities, the Framework for Learning priority includes explicit reference to the importance of the professional development of teachers in helping to raise standards.

Aims and objectives

Our Federation continues to support the professional development of staff which is clearly linked to School Development Priorities and needs identified through the review process and other school self evaluation processes which:

- improves the effectiveness of learning and teaching and management at all levels, and ultimately to improve achievement of children and young people
- creates a supportive learning culture which encourages all staff to see their own learning as a life long process based on self evaluation
- addresses the professional and personal needs of staff by providing staff with a wide range of opportunities to maintain and develop their professional expertise and competence to achieve service and development plan aims
- implements national and local authority policies and priorities
- encourages staff to reflect on their own good practice and to share this with colleagues
- creates a climate of continuous support for staff and respect for individuals within and across the establishment
- maintains and enhances staff motivation, job satisfaction and confidence
- ensures suitable balance among personal, school and national priorities when monitoring each teacher's commitment to their own professional development
- enables focussed and high quality feedback to be made to staff about their performance, about their strengths and areas for further development, and how their development needs can best be satisfied
- contributes to career development as a classroom teacher or school manager
- provides opportunities for all staff, as appropriate, to contribute to the development of key stage and establishment priorities and to the professional development of colleagues
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Professional Activities

In both schools, a wide range of activities contribute to the professional development of teachers. These can be undertaken on an individual or collegiate basis. In addition to collegiate activities

organised at school or Network level, the Local Authority and Other Providers support a further range of opportunities and activities.

Individual Activities	Collegiate Activities	Authority	Other providers
Professional review Focussed professional reading On-line reading Work towards accredited courses	Participation in school committees/teams School/Network training Class observation/ visits to other classrooms Mentoring/Coaching Use of visiting experts/ASTs Cluster work Participation in Cross Authority Networks	Full range of CPD courses Professional Development through External courses Networking support Induction and mentoring Work placements Advice and consultancy Secondments School to School Support	Focus Education Courses Pixl Conferences and Workshops NAHT conferences Teaching School Alliances CPD Chris Quigley Courses

Roles and Responsibilities

Local Authority School Improvement Service

- supports and facilitates the continuing professional development of all staff through the provision of resources , training, monitoring the effectiveness of school CPD and regular communication with the Headteacher

Head Teacher of Hornsea Burton Primary and Skipsea Primary Schools

- is committed to the promotion of continuing professional development of all staff in the school
- operates as the lead learner in the school
- promotes a supportive learning climate throughout the establishment
- ensures that a statement of inclusive CPD exists within the establishment
- promotes the collaborative learning of staff
- ensures job descriptions exist for all staff
- promotes effective channels of communication throughout the school
- assigns probationer teachers to a mentor
- ensures all staff have an annual review of their development needs as part of the Appraisal Process

The CPD Coordinator (Head Teacher)

- ensures that staff development needs are collated and that the CPD programme is planned annually and then reviewed termly and updated if needed
- ensures that resources are allocated fairly taking into account the needs of the school and individuals

- ensures that all staff have access to information on CPD development opportunities
- liaises with the Head and individual staff
- manages the training plan for the establishment
- ensures new staff receives induction training
- informs governors termly of who has attended CPD that term and what the CPD has been

All staff

- are committed to continuing professional development
- maintain an accurate record of their continuing professional development
- support the professional development of colleagues
- monitor the impact of development activities on their own professional effectiveness
- through ongoing critical reflection and the review and development processes, identify strengths and development needs
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Resources

A budget for continuous development is devolved to school. This budget is available to support the professional development and training of all members of staff. The schools pay a service level agreement to the Local Authority to access their in-service programme and receive personal support in school when needed. The School Improvement Service has a key role in supporting the professional development of staff. A team of advisers, professional officers and development officers has a clear responsibility for staff development. The service has produced a range of curriculum support materials, incorporating good practice, that make an important contribution to professional development.

The schools pay an annual membership to Pixl which then provides access to the Pixl Huddle of resources as well Conferences and they receive half termly visits from a Pixl Associate.

Both schools are also members of the Riding Forward Teaching School Alliance and staff can access CPD through this.

RELATED INFORMATION

Please refer to the Local Authority's Procedures for 'The right to request time off for study or training procedure'

This policy was reviewed in the Spring term 2017.
It will be reviewed on an annual basis.
