



St Anne's School and Sixth Form College

Continuing Professional Development Policy

This policy was adopted in Autumn 2017 and reviewed Autumn 2018

1. INTRODUCTION

We believe that in order to assist the School and Residence in delivering a high quality curriculum and care for our children and young people it is essential to have a highly skilled staff team. Therefore Continuing Professional Development (CPD) is viewed as fundamental and integral to development.

CPD allows for personal and professional development of skills, supports the School and Residence in raising standards and creating creative learning environments for all our children and young people, both on and off site, underpinning our ethos and practice - "We all Achieve". CPD is a means by which the school can recruit, retain and develop its staff.

All staff have equality to access a high quality induction and continuing development.

This policy should be read in conjunction with the Local Authority Learning and Development: Fees and Expenses Policy and Procedure.

2. PROCESS

CPD is discussed with staff as part of the appraisal/supervision process with their line manager. CPD should be directly related to supporting and enhancing actions on the school development plan (SDP), improving the quality of teaching and learning and improving progress, as well as improving the knowledge, skills and understanding of staff, in order to meet the pupils' needs.

3. CONTINUOUS PROFESSIONAL DEVELOPMENT CYCLE

CPD is part of our annual cycle, linking together performance management / appraisal / supervision, school self-evaluation (SEF), school development plan (SDP) and professional standards relating to all staff.

4. TYPES OF CONTINUOUS PROFESSIONAL DEVELOPMENT

We offer a variety of different forms of CPD as appropriate to the needs of the school, sixth form and residence as well as the needs of the staff. Use of training days and directed time will maximise courses and training offered. All CPD will be strategic, to support our three year SDP, as well as national, regional or local strategies and initiatives.

5. FINANCE

CPD will be purchased in line with the school's "Leadership and Best Value" statement. The CPD budget will be set during the annual school budget meeting and reviewed regularly by the Finance Committee. The CPD budget will be managed through always assessing the value and purpose of the training in relation to the school's training. The CPD budget will ensure it is able to meet the needs of staff objectives as set out in appraisals, performance management and supervision; and will support SDP actions and develop professional and personal practice for all staff.

6. RECORDING CONTINUOUS PROFESSIONAL DEVELOPMENT

All staff will have their CPD training recorded by their line manager through appraisal / performance management / supervision. This will be recorded in their staff central file for future reference. There is an expectation that staff will also record their own CPD to help with future career progression.

Before staff access external CPD training, their line manager will discuss the impact of the additional workload on their wellbeing and any expectations of disseminating the outcomes from that training to others, if required.

7. IMPACT

The impact of CPD will be measured by its contribution to delivery of the SDP, raising the standards of teaching and learning as well as personal targets. Within the Head Teacher's and Child Care Managers termly report to governors, CPD will be reported on as well as reporting on budgetary matters to the Finance Committee.

8. REVIEW

This policy will be reviewed annually by the senior leadership team, and reported to the governors through the Finance and HR committees.