

# Wolverham Primary and Nursery School Continued Professional Development Policy



## C.P.D.

### Aims and Objectives

At Wolverham Primary and Nursery School our vision is to enable everyone to reach for the highest level of personal achievement. If we are to achieve this aim, all staff within our school need to be involved in a programme of continuing professional development. This policy provides the framework through which all staff are supported and professionally developed.

### Entitlement

All staff (teaching and non teaching) and governors in our school are entitled to professional development opportunities. These opportunities are linked to local and national priorities such as:

- those identified within our school improvement plan
- appraisal as part of Performance Management
- DFE guidance for newly qualified teachers
- priorities identified in the LA's Educational Development Plan
- Personal and professional aims

Wolverham ensures that all staff and governors have equality of opportunity without discrimination in seeking the highest level of personal achievement. See Equal Opportunities policy for further information.

All staff working in our school receive a planned induction and are given a copy of the staff handbook and have access to a professional development portfolio and subject leader portfolio (teachers).

Induction for parent helpers, work experience students, supply staff, governors and teachers from external agencies, are fully supported by the senior leadership team. A student Induction Handbook and a School Partnership Policy is made available for all student teachers.

All teaching and support staff are entitled to an annual appraisal, through which professional development needs may be identified to support negotiated targets for development.

Our school recognises its responsibility to offer development opportunities for staff with leadership and curriculum expertise, including Middle Leaders, Specialist Leaders in Education and Local Leaders in Education. The Governors and leadership team actively promote professional development and encourage all staff.

NQT - Newly qualified teachers are entitled to a specific programme of support and development. NQT's are entitled to a 90% teaching load, an induction tutor and identified written targets based on regular observations and meetings. Sharon Littler is our NQT Induction Mentor and Tracy Webb is the support NQT Mentor.

New teachers or RQT (recently qualified teachers) are also allocated a link teacher/mentor to support them within their first year at the school. This enables new staff or RQTs to settle quickly into school routines and to have another member of staff supporting them and giving them guidance on an informal basis.

### School Improvement Plan

The professional development of staff is usually linked to our school development plan. This is our action plan for improving the performance of our pupils and the school. Funding for priorities within the plan will

reflect the professional development needs linked to these priority areas. Funding for professional development is identified in the Standards Fund.

## **Evaluation and Dissemination**

All professional development activities are monitored for their impact on school performance. Staff are allocated time during weekly staff meetings to give oral feedback on courses/training attended and to disseminate good practice or to update staff on developments and initiatives.

The Professional Development leader records all professional development undertaken in and out of the school. The Professional Development leader prepares a termly update for the head teacher's report to governors. A record is also shared with the School Improvement Partner on all CPD attended by all staff.

## **Continuing Professional Development Programme**

The programme offers a staff a wide range of development opportunities including:

- professional development portfolio
- review of job profile
- induction
- appraisal
- staff training days
- joint staff and governors training days
- paired reviews of children's work (inc cross phase)
- paired lesson observations
- peer coaching
- membership of working groups
- conferences and seminars
- mentoring
- membership of local and regional networks
- membership of professional associations

## **Appraisal as part of Performance Management**

The performance management policy applies to all support staff, teachers and the head teacher in our school. The aim is to help us improve by agreeing and reviewing priorities within the context of the school development plan. The outcomes of performance reviews help to set priorities for future planning and professional development. They also inform decisions about discretionary pay awards.

## **Teaching School – IGNITE**

Wolverham Primary is a strategic partner to a local Teaching School Alliance. Tracy Webb leads School to School Improvement with another local colleague. The aim of this programme is to support schools that are at risk and often have been placed into 'requires improvement category' by Ofsted. Two Specialist Leaders in Education SLEs (Sharon Littler – Early Years and Jenni Ogden – SEN) have been designated from Wolverham Primary to support colleagues. They will be deployed to support colleagues when their specific expertise are required. Tracy Webb has also been designated as a Local Leader in Education LLE so will also be supporting schools as required.

**Policy reviewed January 2015**

**Renewal date January 2018**