

Mount Street Nursery & Infants School



Policy for the Continued Professional Development of Staff

Date	March 2022
Review Date	March 2025

Mount Street Nursery & Infant school

Continued Professional Development Policy **To be used alongside the Performance Management Policy**

Aims

The aims of the Continued Professional Development Policy for Mount Street Nursery and Infant School are:

- To enable all staff to update their skills by providing opportunities to develop professionally.
- To improve school effectiveness and raise standards.
- To seek to maximise the effective use of funding to raise the standards of teaching and learning, leadership and management.
- To achieve an appropriate balance between priorities as identified in the School Improvement Plan, National and local priorities and the needs of individual teachers.
- To provide a stable, caring working environment for all staff.
- To reflect the aims and ethos of the school.

Recording and Tracking Professional Development

Staff Development within the school is categorised as follows:

- Legal or mandatory requirements.
- Priorities identified in the School Improvement Plan.
- Individual teacher development.
- Identified needs following Inspection or as a result of monitoring.

Implementation

All teaching staff have a formal Staff Development meetings with the Headteacher or Deputy Headteacher on an annual basis as part of the Performance Management programme.

The aims of the meeting are:

- To establish the professional training needs for each teacher.
- To discuss current practice and negotiate relevant targets.

- To review and update current job descriptions.

Professional development may be focused on the personal needs of an individual teacher, needs of the Co-ordinating role or on needs identified in the School Improvement Plan.

This may take a variety of forms

- External courses organised by the LA or other providers.
- Working alongside another colleague in the classroom.
- In-class support from a Co-ordinator, Headteacher or through coaching.
- Whole-school development, either at staff meetings, other twilight sessions or during non-pupil days.
- Joint INSET sessions with other schools.
- Undertaking a teacher placement.
- Self-study
- Visits to other schools.

Roles and Responsibilities

The Co-ordinator for Continuing Professional Development, in this case the Headteacher, is responsible for the organisation, monitoring and evaluation of staff development within the school. A fully costed Staff Development Plan is drawn up and managed by the Headteacher and forms an integral part of the annual School Improvement Plan. This outlines the planned professional development for all staff including the use of devolved SEG funding highlighting links to priorities identified within the SIP.

Rationale

All staff joining the school, either newly qualified or experienced, will take part in a suitable induction programme. Each teacher will be allocated a mentor by the CPD Co-ordinator. The mentor will be responsible for ensuring the correct implementation of the induction programme.

Support will be offered to all staff at every stage of their professional development (NQT, Subject Leader, Management Training, NPQH etc.)

Staff development is a whole-school issue and every attempt will be made to involve all members of staff wherever possible.

Monitoring and Evaluation

The day-to-day monitoring of the Staff Development Programme is the responsibility of the CPD Co-ordinator who will ensure that all staff are aware of their training programme for each term. In order to determine the effectiveness of a staff development programme it is important that all staff are aware of the requirement to feed back the impact of any training. Staff are responsible for keeping their CPD files up to date. Teachers

attending an external course will agree a date with the CPD Co-ordinator for feeding back to the rest of the staff. . The CPD Co-ordinator will evaluate the effectiveness of the Staff Development programme on an annual basis against the targets agreed in the SIP.

Signed: (Chair of Governors)

Date: