

John Ruskin Primary School and Language Classes

Staff Development Policy

Co-ordinators: Giovanni Giovanelli and Hamilton Nwokolo

Last review: 2016

Next review: 2019



“Be responsible, be fair, stay positive and care”

John Ruskin Primary School and Language Classes

Continued Professional Development (CPD) Policy

John Ruskin School sees the professional development and pastoral care of its teachers as an essential area, as it seeks to ensure high levels of achievement for its pupils and staff.

Staff training will reflect the school improvement plan e.g. the needs of the children; the demands of the curriculum and the professional challenges of teaching in an inner city school.

The Aims of CPD:

1. To ensure that all staff appointed to the school have the support of a senior teacher and the headteachers so that they can take up their post effectively and with confidence.
2. To improve the efficiency of the management of the school by ensuring that training needs are identified and provided for.
3. To provide support for the curriculum by ensuring that staff are properly trained; have the necessary skills and are competent at their tasks. Provision for these may be school-based or otherwise when deemed to be necessary for the proper implementation of the school's development plan.
4. To ensure that all colleagues are aware of the opportunities for CPD by disseminating information concerning training and support geared to the training needs identified in performance management.
5. To provide support for personal career development within the school and outside it through review systems, performance management and the portfolio of continuing professional development.
6. To promote equal opportunities for training and development.

The School Improvement Plan [SIP]

The Headteachers and SLT] will:

- Establish the strategic objectives of the SIP through consultation and identify the training and development needs of the institution.
- Regularly review and monitor the SIP to: identify and provide resources for training and development; evaluate effectiveness and celebrate improvements in pupil achievement as a result of training and development.
- draw up the necessary CPD plans [as part of a more general annual development plan] to meet the strategic objectives and will indicate:
 - the skills, knowledge and training necessary for members of the staff to meet objectives
 - a costing for training and development
 - regularly review training and development with the staff and individuals in order to evaluate the impact upon teaching and learning.

Staff Performance Management

The CPD co-ordinators will keep a regular overview of the progress of performance management.

Each member of staff agrees on a set of annual goals in their performance management review.

To this end staff are encouraged to establish and maintain:

A Portfolio of Continuing Professional Development

This might consist of:

- An ILP, sketching out the kind of skills, experiences and responsibilities you would like to acquire and develop in your career
- A record/evidence of work-related reading. A record/evidence of courses attended.
- A record/evidence of conferences attended.
- Evaluations of courses/conferences/training received.
- A record/evidence of new areas of successful experience.

- A record/evidence of new staff acquired and successfully deployed.
- A record/evidence of INSET or training you have provided for others.
- A record of projects, new developments you have successfully initiated.

This portfolio can be used when applying for Threshold.

Induction of all New Staff

All staff whether experienced or NQTs, should be inducted effectively both into the school, and into their new role. Part of induction should enable each new member of staff to draw up an initial learning plan, which can be modified in the course of time.

- Each NQT will take part in a structured programme of induction organised by the CPD leader and their teacher tutor. Time will be made available for this.
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- Each new member of staff will be will be provided with support and advice when needed.
- The teachers in charge of CPD will conduct a regular review of the induction process.

CPD - Roles and Responsibilities.

The CPD co-ordinators will:

- keep a regular overview of the CPD policy, practices and procedures, making appropriate recommendations to the headteacher and SLT.
- offer support and advice to staff about professional development issues such as career paths, planning for training and development, planning for job applications, interviews, reviews and appraisal.

Linda Dickinson May 2003

Review Summer 2005

Giovanni Giovanelli Review Spring 2009

Giovanni Giovanelli and Clair Draper May 2013

Giovanni Giovanelli and Hamilton Nwokolo (January 2016)