

**St James the Great RC (VA) Primary and Nursery School**



**Continuing Professional Development Policy**

Spring 2008

## **INTRODUCTION**

As with all school policies our staff development and training policy is firmly rooted in the school's Mission Statement, which confirms, "Gospel values and traditions and beliefs of the Catholic Faith are at the centre of the school's ethos". This will be reflected in the school's approach to everything it does.

Staff development and training is no exception and it will be made available to all staff in a fair and equitable manner to provide appropriate and effective personal training and development in an endeavour to ensure job satisfaction, high levels of expertise and progression of staff in their chosen profession. Through this approach we seek to consolidate and improve whole school performance by developing the effectiveness of staff both individually and as members of a staff team.

### **Aims**

St James the Great School is committed to delivering high standards through its staff and will endeavour to ensure that they receive up-to-date, relevant and effective training and development in pursuit of the highest levels of competence and standards at all times. We recognise the importance of continuous development to:

- Ensure the continued development of the professional knowledge, skills and managerial efficiency of all members of staff.
- Encourage individuals to plan their career development and to identify and exploit career opportunities.
- Extend understanding of, and commitment to, whole school policies and plan for development.
- Through the above, to improve school effectiveness by enhancing the overall quality of teaching and learning within the school.

***These aims will be achieved through consideration of the priorities identified in the School Improvement Plan and of the development needs of the individual.***

***In pursuit of this policy the school will . . .***

- Regularly and actively take steps, via performance management, group activities and other appropriate means, to identify training and development needs for individuals and for groups of staff;
- Within available resources, provide staff with opportunities to participate in training and development activities within and external to the school;

- Fully evaluate at individual, year group, key stage and whole school levels, the benefits and effectiveness of investments in training and development activities.

*and will expect staff to . . .*

- Co-operate and participate, where appropriate, in activities and processes which are designed to identify training needs;
- Attend and fully participate in any activity which has been agreed as relevant to their development;
- Actively put into practice the new skills and knowledge gained through training and development activity and participate in any related evaluative measures.

The main opportunity to discuss training and development needs will be during the annual performance management review and associated follow-up meetings. However, any member of staff can raise staff development and training issues at any time during the year. Within staff development and training, provision for staff to be fully or partly sponsored on a wide range of development opportunities, such as qualification course, short courses, conferences, visits, etc. will be provided as funding allows.

The school has a school improvement plan which will reflect identified training and development needs. Additionally staff may make use of a range of computer, video and text materials available in school.

### **Commitment to Standards**

There are certain roles, responsibilities and skills, which the school considers of such importance that some form of training is considered mandatory for staff. As a matter of policy there will also be certain areas of information, knowledge or skill, which are considered necessary for all staff which will be advised accordingly.

**Induction:** Our NQT induction programme is mandatory. An induction programme will be provided for all other staff dependent upon experience and need. Induction will take place within the first twelve months of employment. Additionally, staff may receive a locally arranged short or longer-term induction to their particular role, which may include job specific training.

**Performance Management:** Training will be provided for staff and team leaders in line with DfES guidance.

**First Aid Training:** This will be available to staff on request on a rotational basis. A small level of additional remuneration will be available to staff willing to assume responsibilities in this area.

**Governor Training:** A programme of courses will be made available to this group in line with the school's general staff development and training policy.

## **Role of the Continuing Professional Development Coordinator**

The school's CPD Co-ordinator will ensure that course details are widely circulated. Staff may also refer applications for courses they have identified via the Inset Co-ordinator.

The CPD Co-ordinator will match, in consultation with the school's management team and subject co-ordinators, whole school and individual needs within the available opportunities annually. The CPD coordinator will be aware, in liaison with the Headteacher and the school's Senior Administrative Officer (Finance), of and act within the confines of:-

- a) Standards Funds
- b) Staff development/training budget
- c) Extraneous monies

### ***Other factors contributing to the process of staff development will include:***

Performance Management	Job descriptions
In-service opportunities	Internal monitoring (all staff)
External inspectors and advisers	Personal professional development
Self evaluation	NQT/new staff induction
Professional bursary funding	CPD funding

### ***Opportunities for staff development are:***

1. Diocesan Course Opportunities
2. LEA Courses Directory
3. Colleague support and classroom observation
4. Other advertised courses
5. Industrial placements/Teacher exchange opportunities
6. Visiting other schools
7. Cluster groups
8. Staff meetings/professional days
9. School Improvement Partners, inspectors and advisers
10. Further qualifications
11. Feedback from courses
12. Leading Teacher initiatives
13. Advanced Skills Teacher initiatives

## **Conclusion**

Staff development will be monitored through a yearly cycle of staff development review to ensure that the aims of this policy are being met and that St James the Great School continues to respond with efficiency to the every-changing demands of the school community and other local and national initiatives.