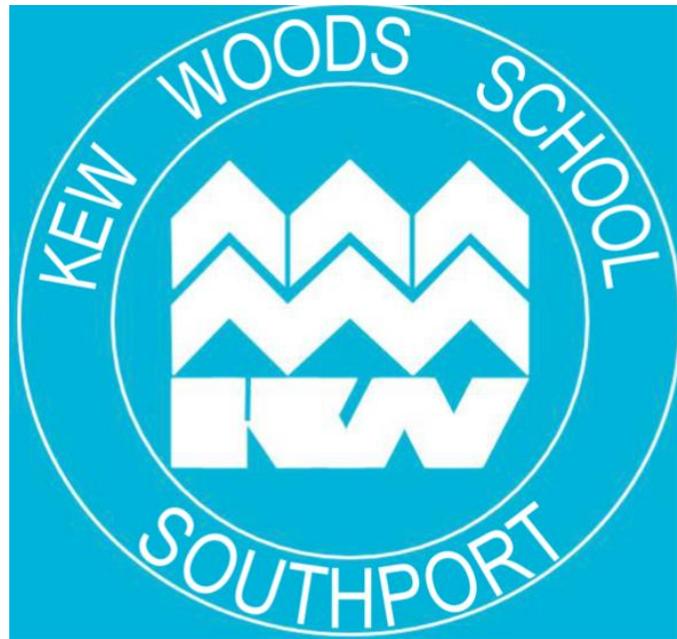


KEW WOODS PRIMARY SCHOOL



Continuing Professional Development (CPD) Policy

1. Introduction

1.1 A programme of continuing professional development recognises and develops the contribution that all adults can make to school improvement. This policy provides the framework through which all staff are supported and professionally developed in our school.

2. Entitlement

2.1 All staff and governors in our school are entitled to professional development opportunities. These opportunities are linked to school, local and national priorities such as:

- those identified within our school development plan;
- Teacher Appraisal;
- DfEE guidance for newly qualified teachers;
- priorities identified by the LA.
- subject leader action plans
- moderation and Assessment Schedules

2.2 Newly qualified teachers (NQTs) receive a specific programme of support and development. All NQTs are assigned an experienced mentor who oversees their induction programme.

3. School Improvement Plan

3.1 The professional development of staff is linked to our school development plan. This is our action plan for improving the performance of our pupils. Funding for priorities within the plan will reflect the professional development needs linked to these priority areas.

4. Dissemination, Evaluation and Teacher Appraisal

4.1 On an annual basis all teaching staff complete a Teacher Appraisal meeting with the Headteacher or Deputy Headteacher. Through this process training needs are identified and planned for as part of the School Development Plan or Subject Leader Action Plans. Mid Term reviews take place to evaluate the impact to date. Teaching Assistants meets with members of the Senior Leadership Team annually where professional development opportunities are identified and discussed.

- 4.2 All professional development activities are monitored for their impact on school performance. Staff provide subject leaders with verbal feedback following external INSET. Subject leaders deliver INSET following their own CPD in staff meetings or on INSET days.
- 4.3 The appraisal system applies to all teachers and the Headteacher in our school. The aim is to help us improve by agreeing and reviewing priorities within the context of the school improvement plan. The outcomes of performance reviews help to set priorities for future planning and professional development. They also inform decisions about discretionary pay awards.

5. CPD Programme

- 5.1 The CPD programme offers staff a wide range of development opportunities including:
- induction;
 - appraisal;
 - staff training days;
 - membership of working groups/ networks;
 - conferences and seminars;
 - coaching and mentoring;
 - membership of professional associations;
 - placements and secondments