Langley Hall Arts Academy

**SDPo1**

# CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD) POLICY

| PROCEDURE | REFERENCE | FORM |
|---|---|---|
| SDPr4 - CPD Review Procedure | | SDF11 – Staff Learning Log |
| | | SDF22 - Summary of Inductions, Probations, Supervisions and Appraisals |
| | | SQF7 – Staff Performance Monitoring and Feedback Form |

## Why is CPD important?

Langley Hall Arts Academy supports the concept of life-long learning and makes it an integral part of its activities and ethos. From senior management through to the most part-time member of staff, our continuous professional development programme for staff ensures that we:

- raise standards
- keep good staff
- nurture and develop potential
- motivate and enthuse staff, thereby raising morale

Training is seen as an investment and we understand that our staff are our greatest asset. Good staff, when well trained, are highly motivated and therefore perform well in the school.

## How do we continually develop our staff?

Our life-long learning culture can sometimes be challenged by the demands of day-to-day urgent and important tasks. For this reason we believe it is important to have a planned approach and record the training and development process for each member of staff in a professional development portfolio which is given to them during the induction process.

## The benefits of continuous professional development

Training and development will enhance confidence and enthusiasm in staff and will encourage staff to be innovative and develop new ways of doing things. They are more likely to “see the bigger picture” and think strategically about the school, its services and development.

In order to ensure that all staff complete their Induction, Probationary Period, formal Supervisions and Appraisals in a timely way, the expected completion dates for these tasks are entered onto Summary of Inductions, Probations, Supervisions and Appraisals **SDF22**. This document is kept by the Professional Development Co-ordinator as a reminder and once a task is completed the relevant code on the sheet is highlighted.

**The continuous professional development portfolio**

The CPD Portfolio is divided into 5 sections:

| | |
|---|---|
| Section 1 | The employee's job description and any subsequent updates that may be issued. This should include any specific achievements or tasks undertaken. |
| Section 2 | The employee's self-appraisal reports together with a copy of their line manager's appraisal. |
| Section 3 | Targets linked to the School Improvement Plan (copy included for reference) |
| Section 4 | The employee's on-going training record including course notes. |
| Section 5. | Appendices e.g.<br>C.V.<br>Professional Qualifications<br>First Aid certificate<br>Lifesaving certificate<br>Fire Warden certificate<br>Food Handling certificate<br>Staff Performance Monitoring and Feedback Form **SQF7**<br>Staff Learning Log **SDF11**<br>Letters of thanks from parents |

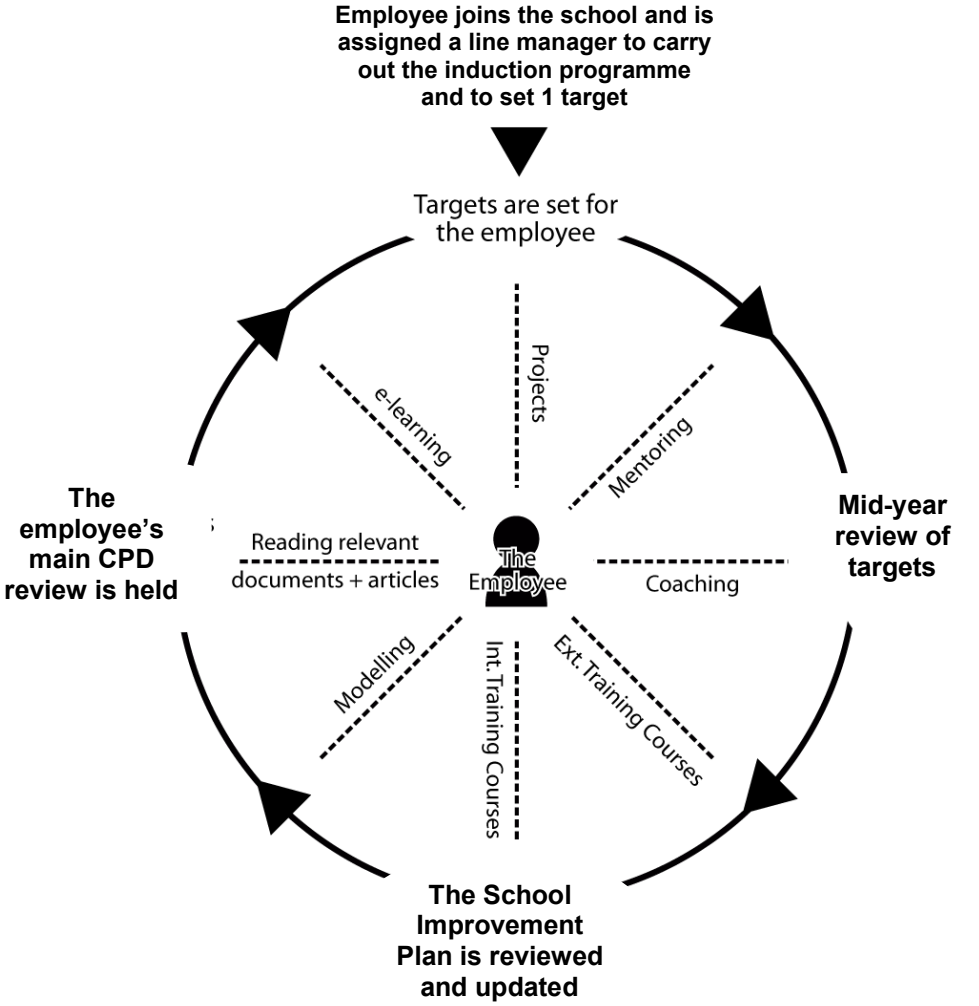
This document belongs to the employee and must be kept up-to-date and active. It should be brought into work for all formal meetings, reviews and appraisals. The employee should refer to their CPD Portfolio when preparing for their appraisal.

There are many ways in which we develop staff. The most usual methods are:

- appointing a good line manager for each employee, to oversee the induction process and to steer and guide the work of the employee on an ongoing basis.
- ensuring that the Continuous Professional Development Portfolio is active and relevant.
- to instruct employees by modelling a skill for them.
- by coaching and mentoring – observing a member of staff's performance and giving feedback. Use Staff Performance Monitoring and Feedback Form **SQF7** and keep completed copies in employee's CPD Portfolio.
- to set an employee a short-term project and to evaluate their performance afterwards by using a Staff Learning Log **SDF11**.
- by encouraging staff to read relevant articles and documents for themselves that will improve their practice.
- to send staff on external training courses.
- to run in-house training courses.
- to encourage the use of on-line web-based courses where the learning can be achieved at a time that suits the setting and the employee.

**Professional development co-ordinator**

Where possible, we will appoint one member of staff to oversee the CPD process. Their responsibilities are to ensure that each member of staff is appraised annually and receives a half-yearly review. They

will also ensure that all staff receive training and keep their CPD portfolios up-to-date. They will keep a training file which records all training courses staff have attended.

## The Continuous Professional Development Cycle