

John Ruskin Primary School and Language Classes

Staff Development Policy

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Last review: 2022

Next review: 2025



“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 the Headteacher and Senior Leadership Team (SLT) 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 (CPD).
6. To promote equal opportunities for training and development.

The School Improvement Plan [SIP]

The Headteacher 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.

The Headteacher, Deputy Heads, CPD co-ordinator and postholders will:

- 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
 - review regularly training and development with the staff, 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 keep a record of:

- INSET or training that has been led for other staff.
- Feedback from lesson observations, progress meetings, learning walks and book scrutinies.
- Courses and conferences attended.
- Evaluations of courses/conferences/training received.
- Any new areas of successful experience.
- Any new staff successfully deployed.
- Any new developments that have been successfully initiated.

- Any skills, experiences and responsibilities that would like to be acquired (NQTs).

This information 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.
- Each new member of staff will be will be provided with support and advice when needed.
- The CPD co-ordinator 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 performance management.