



CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD) POLICY **Whole school and EYFS**

IMPORTANT: For the academic year 2021 – 2022, head/headteacher will be the Principal and therefore these titles are interchangeable.

The Head undertakes a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed: Mr Tim Cannell

Date reviewed: June 2021

Date of next review: July 2022

Introduction

At Parsons Green Prep School, the quality of our staff is of paramount importance. We employ high-quality teaching staff who, in addition to teaching the curriculum, observe and respond to every child's unique interests and developmental needs. To ensure quality improvement, we are committed to continuous professional development for all staff.

It is expected that each member of staff will attend at least one CPD course every year and the cost of this has been included in the budget for 2021-2022.

Aims:

- The quality of learning experiences for children are constantly improving.
- All staff develop professionally and personally and have increased self-confidence and motivation.
- Staff are able to share their experiences and knowledge with one another.
- To meet the school's aims and objectives through CPD.

Identifying training needs

- Training needs will usually be identified via regular staff meetings and performance management reviews and appraisals.
- Individual staff members may express a preference or interest in a specific area of professional development.
- Inspection reports may identify key areas for development.
- Observations of staff by members of the senior leadership team or by peers may highlight particular training needs.
- The school development plan and may identify areas for development.
- Regulatory requirements set by the inspectorate may bring around training requirements.



Nature of professional development

Professional development can be delivered through:

- in-house training for all staff, delivered by independent consultants, or private training provider
- self-directed study
- an external certificated course, linked to the National Standards, for example, First Aid, Child Protection, Food Hygiene, etc.
- a vocational course leading to a specific qualification, for example NVQ2/3
- attendance by individual staff members at inset days, twilight and evening sessions, workshops or conferences
- attendance at networking events
- exchange visits with other schools or settings
- opportunities for peer observation
- learning walks
- sharing ideas with colleagues and fellow professionals
- personal research
- learning and development online.

CPD process

The CPD Request / Log (appendix 1) should be completed at the start of the academic year by the KS leader/line manager for all teachers in that key stage. Once this has been agreed, it is submitted to the headteacher for approval.

Once a member of staff has completed an area on their CPD log, time will be allocated in a staff meeting or a focus group meeting to feed back where appropriate. A summary report of each area of CPD should be submitted to the HR manager and headteacher (appendix 2).

| | |
|------------------------|-----------------|
| Reviewed and approved: | Job title: Head |
| | September 2021 |
| Next review due: | September 2022 |



Appendix 1

CPD Request / Log

| Date | Training need | What will I learn and how will I use it | Resources needed (e.g. money, time, equipment, staff support) | Agreed by headteacher | Evaluation spring (tick) | Evaluation summer (tick) |
|------|---------------|---|---|-----------------------|--------------------------|--------------------------|
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Continuous Professional Development Policy 2021-2022

Page 4



Appendix 2

CPD report

| Name: | Training covered: | Date: |
|--|-------------------|-------|
| What were the main areas covered by the CPD? | | |
| What did your CPD cover in detail? Please summarise the areas covered and submit any slides, handouts and the notes made during the training. | | |
| Thank you for completing the summary report. | | |