

Psalm 6: Verses 5-6

Yes, my soul, find rest in God;
my hope comes from him
Truly he is my rock and my salvation;
he is my fortress, I will not be shaken.



Continuing Professional Development Policy

Author:

AP QoE Implementation

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October 2020

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October 2023

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Our Academy Vision is “Living Well Together with Dignity, Faith and Hope”. We aspire to take dignified decisions and afford dignity to all members of our community, regardless of background or circumstance. Our position as a Voluntary Aided Church Academy means that the Christian faith has a central role in all of our actions and decisions. We strive for excellence in all that we do, enabling our students to transform their lives and to hope for happy and successful futures.

At All Saints Academy, our vision is “Living Well Together with Dignity, Faith and Hope” and this translates into our everyday practice. The value of hope is particularly relevant when we consider the processes involved in CPD as we want to ensure that all staff strive for professional excellence. This will enable us to provide a transformational education for our students and to give staff a sense of purpose in all that they do.

1. Aims and objectives

- CPD will serve to support the Academy to achieve its developmental aims in each given year whilst supporting its vision statement. It will aim to support the professional development of all staff and transform the learning experience for all.
- It is the aim of the Academy to offer all staff the opportunity to undertake continuing professional development, relevant to the Academy Improvement Plan, their Curriculum Development Plan and their own personal professional development as identified primarily in their Performance Management Review. This includes those staff identified as being in need of further professional development support. All staff should have aspirations to be the best they can be and will be encouraged to strive for excellence.
- It is recognised that professional development for any individual will be likely to lead to enhanced professional opportunities outside All Saints Academy; this is seen as a proper consequence of structured CPD. This means that staff will be expected to seek management training where this is viewed as relevant to their future career.
- The areas to which funding will be targeted will be in line with those areas which are identified by the Academy as being of major importance in the relevant financial year for which funding is provided.

2. Process

- The criteria for accessing CPD will be in accordance with Academy priorities but will also take account of the needs of the individual seeking CPD support as identified through the Performance Management or other processes.
- Application forms for courses, which have been identified at Academy or department level as meeting the requirements of the Academy Development Plan, or are identified as necessary for the individual concerned, can be obtained from the AP - Implementation.

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- Initiating a CPD request that requires cover must be undertaken at least 2 working weeks in advance of the date the cover is required. It is important that any papers associated with courses are copied to the AP - Implementation for use within other areas where relevant.

3. Evaluation

- Feedback following CPD should form part of the next departmental or management group meeting and the department must make provision to review the impact of their training and development during the term/academic year during which CPD occurs. SLT line managers will review the impact of any CPD which departments have undertaken during their line-management meetings. In cases of longer term planning, review should follow by a predetermined date. An evaluation form must be submitted to the AP – Implementation.
- Any training courses undertaken that incur a substantial cost (more than £250) to the Academy will require up front negotiation about recoupment of said costs in the event of a member of staff leaving. The HR manager should be notified of all costs over this amount and keep a signed and agreed record of the negotiations.
- Reports on the review of CPD for any given financial year should form part of Curriculum Leaders report to the Principal at the end of the academic year and the AP Implementation will write an annual CPD report to Governors.

4. Record keeping

- All staff will keep a log of their own personal CPD. Records will also be maintained by HR and on SIMS.

5. Links to other documents

- a. Academy Improvement Plan 2020-21
- b. Curriculum Development Plans 2020-21
- c. CPD Workshop Programme 2020-21
- d. Performance Management Policy 2020-21