



Continuing Professional Development (CPD)

APTCOO may be referred to throughout this policy as ‘the organisation’

1. Introduction

1.1 APTCOO values all the people who work within it. We aim to enable our children to reach their highest level of personal achievement. If we are to achieve this aim, all members of staff have an important part to play.

A programme of continuing professional development (CPD) seeks to value and develop the professional expertise of our staff, as well as to ensure that they continue to be equipped with the skills and knowledge they need to provide the best possible education for our learners, in times of continuous educational change.

Expenditure on the professional development of tutors and other staff is critical to and directly related to raising standards in the learning environment.

This policy provides the framework through which all staff are supported and professionally developed.

2. Aims and Objectives

2.1 We aim to support all members of staff in further developing the professional skills they need to do their job as well as they can, both in the educational interests of the learners in our school and in their own professional ‘job satisfaction’.

2.2 An ongoing programme of professional development will address our organisational improvement needs, as reflected in our School Improvement Plan (SiP), and endeavour to keep pace with current educational developments and change.

2.3 We will also aim, wherever possible, to support the career development of our staff, and to strengthen leadership succession planning

2.4 We recognise that effective CPD is not just about members of staff going on training courses or attending meetings. Rather, much effective professional development takes place within school through members of staff working alongside each other or with staff from other organisations.

This is a continuous process, and we aim, wherever possible, to create regular opportunities for such collaborative activities to take place.

2.5 We seek to create opportunities for members of staff to take key roles in leading professional development opportunities and training for their colleagues within APTCOO, both on an ad hoc basis and in planned training sessions

2.6 We aim to correlate CPD with the professional management review cycle of staff.

3. Entitlement

3.1 All staff in APTCOO are entitled to professional development opportunities. These opportunities are linked to local and national priorities, such as:

- Priorities identified in our school improvement plan.
- Appraisal as part of the performance management programme
- National developments in educational provision, emerging from the Department for Education (DfE) or Ofsted. /DfE guidance.

3.2 APTCOO ensures that all staff have equality of opportunity, without discrimination, in seeking the highest level of personal achievement

3.3 All new members of staff and volunteers will receive a planned induction programme as outlined in our staff handbook. All staff are entitled to an annual appraisal so that professional development needs can be identified and negotiated targets can be supported.

3.4 The school recognises its responsibilities to offer development opportunities for staff with leadership and curriculum expertise.

4. Equal Opportunities

All members of staff are entitled to appropriate professional development regardless of gender, race, disability, sexual orientation, religion/belief, age, gender reassignment, pregnancy/maternity and marriage/civil partnership, in accordance with Equality Act 2010.

We ensure that all staff receive appropriate training, so that they can play their full part in ensuring that APTCOO not only promotes equality but recognises and celebrates diversity. Induction for new staff addresses equality issues.

5. Evaluation and dissemination

5.1 All professional development activities are monitored for their impact on school performance. Training evaluation forms are completed and returned to the CEO and Headteacher.

5.2 APTCOO record all professional development undertaken in and out of charity. APTCOO can provide an update of all training undertaken on request.

6. CPD programme

6.1 The CPD programme offers staff a wide range of development opportunities:

- Review of job description
- Induction
- Appraisal
- Whole staff training days
- Joint training sessions for staff and trustees
- Collaborative lesson study
- Paired reviews of children's work
- Partnership work with other schools
- Membership of working groups
- Conference seminars
- Providing and receiving coaching and mentoring
- Membership of local and regional networks
- Membership of professional associations

7. Mandatory training

Staff are assigned mandatory training as an essential and non-negotiable part of their employment at APTCOO.

The following courses are mandatory for the staff indicated:

All

- Child Abuse Linked to Faith and Belief
- Child Protection in Education (including annual refreshers) (DSLs covered by their own regularly updated training)
- Domestic Abuse: Children and Young People
- Equality and Diversity
- (Paediatric) First Aid Essentials
- Fire Safety in Education
- Food Hygiene and Safety
- Health & Safety in Education: Staff Awareness (unless staff member is part of the senior management and leadership team)
- Moving and Handling
- Online Safety
- A Guide to UK Data Protection
- The Prevent Duty (to be phased out and cascaded by Prevent Lead in future)
- Safeguarding Children and Young People (DSLs covered by their own regularly updated training)
- Safeguarding Children with SEND
- Coping with Risky Behaviours
- Trauma Informed Practice

Basepoint Leads

- How to be an Effective Fire Warden or Marshal

SMT

- Health & Safety in Education: Senior Leadership
- Looked After Children (including Prevent Lead)

Proprietor and Headteacher

- Managing Allegations of Abuse Against Staff

All courses are Level 2, unless individually noted otherwise. This list is not exhaustive. It may be amended at any time as new and relevant courses are published, and are deemed of high relevance to our staff's continuing professional development.

8. Monitoring and review

7.1 This policy is monitored by the CEO and Headteacher, and will be reviewed every three years or sooner if necessary.

Policy/ procedure for: Continuing Professional Development

RECORD OF CHANGES

| DATE | AUTHOR | PROCEDURE | DETAILS OF CHANGE |
|---------------|---------------|-----------------------------|--------------------------|
| December 2022 | Mike Holmes | V2 Annual Review and Update | No changes |
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EMPLOYEE RECORD OF HAVING READ THE POLICY

Title of Policy: Continuing Professional Development (CPD)

I have read and understand the principles contained in the named policy.

| PRINT FULL NAME | SIGNATURE | DATE |
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