



Continuing Professional Development Policy

Lead Person : Deputy Head
Governing Body Committee : Staff & Pay

1. Aims and objectives

- a. CPD will serve to support the School to achieve its developmental aims in each given year, support the professional development of all staff and support any member of staff who has been identified as being in need of professional development support.
- b. It is the aim of the School to offer all Staff the opportunity to undertake continuing professional development, relevant to the School Improvement Plan, their Departmental Development Plan and their own personal professional development as identified primarily in their Performance Management Review.
- c. It is recognised that professional development for any individual will be likely to lead to enhanced professional opportunities outside The Crypt School; 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.
- d. The areas to which funding will be targeted will be in line with those areas which are identified by the School as being of major importance in the relevant financial year for which funding is provided.

2. Process

- a. The criteria for accessing CPD will be in accordance with School priorities but will also take account of the needs of the individual seeking CPD support as identified through the Performance Management or other processes.
- b. Application forms for courses, which have been identified at School or department level as meeting the requirements of the School Development Plan, or are identified as necessary for the individual concerned, can be obtained from the CPD co-ordinator. This application process will now have moved to an on-line system (CPD Genie).
- c. Initiating a CPD request that requires cover must be undertaken at least 2 weeks in advance of the date the cover is required. It is important that any papers associated with courses are copied to the CPD Co-ordinator for use within other areas where relevant.

3. Evaluation

- a. 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 termly line-management meetings. In cases of longer term planning, review should follow by a predetermined date. An evaluation form must be submitted to the Deputy Headmaster following attendance at any external course and an evaluation completed on CPD Genie.

- b. Reports on the review of CPD for any given financial year should form part of Heads of Department report to the Head at the end / beginning of the academic year and the CPD coordinator will write an annual CPD report to Governors.

4. Record keeping

- a. All staff will keep a log of their own personal CPD on the on-line system (CPD Genie). Records will also be maintained by the CPD co-ordinator.

5. Links to other documents

- a. School improvement Plan 2016-17
- b. Departmental development plans 2016-17
- c. CPD workshop programme 2016-17
- d. Staff Development 2016-17

Reviewed by NCD / SLT – November 2016

Approved by Governors –December 2016

Review Date : November 2017