



BROADWATER
CHURCH OF ENGLAND
PRIMARY SCHOOL

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Continuing Professional Development Policy 2020-2024

Turn your ear to wisdom and apply your heart to understanding (Proverbs 2:2)

Broadwater is a Christian School. We will enable children to become wise, confident, successful learners with the motivation, skills and responsibility to make a positive difference in God's world. Our vision is underpinned by the values we live by.

The Holy Spirit produces this kind of fruit in our lives: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. There is no law against these things! Galatians 5:22

It is this fruit that, in partnership with parents, we will instil in the children of our school.

Continuing Professional Development Policy 2020-2024

Aims of Continuing Professional Development

Broadwater C. of E. Primary School is a school where all those involved in the work of the school contribute to and benefit from the learning environment. The school aims to provide professional and personal development of all those involved in the work at whatever point in their career, which will lead to improved achievement for pupils. We strive towards a highly skilled, committed, compassionate and appropriately qualified team of people to be at the heart of effective teaching and learning.

Definition

Continuing Professional Development provides the means to reconcile the overall needs of the school with the needs and aspirations of all those involved in the school.

Process

1. Induction for all staff.

Whatever the position, all new members of staff receive Induction training. All staff have a line manager.

Newly appointed staff will receive the following documents:

Parent Information book

Staff Handbook

Induction Policy

Access to the staff portal on the school web site

Healthy and Safety training

Safeguarding training

Performance Management policy

Newly Qualified Teachers have a more structured system of support (see NQT Policy). This defines their entitlement.

- ### **2. Performance Management/Appraisal Process.**
- All permanent teaching staff (and temporary staff completing more than a term) have an annual performance management cycle. This is described in detail in the Performance Management Policy. Each member of staff is in a performance management team with a PM team leader. The Headteacher's Performance Management is carried out by a small team of governors, with the support of an external Adviser.

All permanent non-teaching staff follow an appraisal process which is an annual cycle giving both targets and entitlement to training.

- ### **3. Professional Partners/Appraiser:**
- teaching and support staff have a professional partner/appraiser (line manager) whom they can both discuss professional matters with.
- ### **4. Mid-year teacher performance management reviews:**
- Each year in the spring term the Headteacher/Deputy holds a mid-year review meeting with each member of the teaching staff and Higher-Level Teaching Assistants (HLTAs). The purpose of this meeting is to review the objectives and provide additional support if required.

Non-Teaching staff - performance management reviews

The line managers of the non-teaching staff will meet with their teams and review their progress towards their targets.

5. Professional Interviews in the summer term.

At these meetings all staff meet individually with their line manager. They will discuss the following:

- Job satisfaction
- Individual professional needs
- Perception of whole school needs
- Potential changes to areas of responsibility (now and in the future)
- Preferred age group to teach in the next year/future
- Career development

6. Continuing Professional Development.

The Senior Leadership Team (SLT) meets to discuss any particular training needs from the performance management process and identify ways that the relevant training can be provided.

7. Opportunities for Qualifications.

There are many qualifications that staff can gain in connection with their professional development. Provided these do not conflict with the individual's ability to carry out and develop their core role and subject leadership role, they are encouraged and where possible, financial support is given. Courses run by the National College for School Leadership (NCSL) are also actively promoted amongst staff.

8. Other Opportunities.

9. From time to time a range of other opportunities are presented to staff. These opportunities are encouraged and provided financial and practical arrangements can be made to ensure no detriment to the children.

10. Governor Training Programme.

The school subscribes annually to the Governor Training Programme, which provides a wide range of quality courses for governors. The training programme also provides tailor-made training for school-based training. The Clerk to governors is responsible for ensuring Governors are aware of courses that are taking place.

School Based Training

All staff and governors are involved in in-service training as appropriate. Inset Days are used to meet needs identified on the Strategic School Action Plan, and whilst this generally reflects work involving the teaching staff, from time to time involves others involved in the work of the school. All staff are invited to these days – with appropriate pay where staff would not normally be expected to attend.

Off Site Training

At Broadwater C. of E. Primary School we encourage staff to attend relevant half day, full day and twilight courses that meet the needs of the school development plan. Staff are encouraged to select twilight courses which meet their own personal professional needs and desires. With daytime courses the costs to the school are greater and therefore a strategy has been developed

to ensure maximum benefit to the school. The following are the criteria used for consideration of a daytime course:

1. Is the course relevant to the Strategic School Action Plan?
2. Will it help increase the subject expertise of the subject leader, or enable them to network with other subject leaders?
3. Does it meet a priority need to attend the course?
4. Are funds available, along with suitable supply cover?
5. How often will the staff member be absent from class, considering other commitments and will this absence create a problem for the class' continuity?

Monitoring and review of this policy

A written report of all training undertaken is presented as part of the Headteacher's termly report to governors. The Curriculum Committee receive regular evidence of training and the benefits gained. The Staffing Committee consider the performance management and appraisal aspects of this policy.