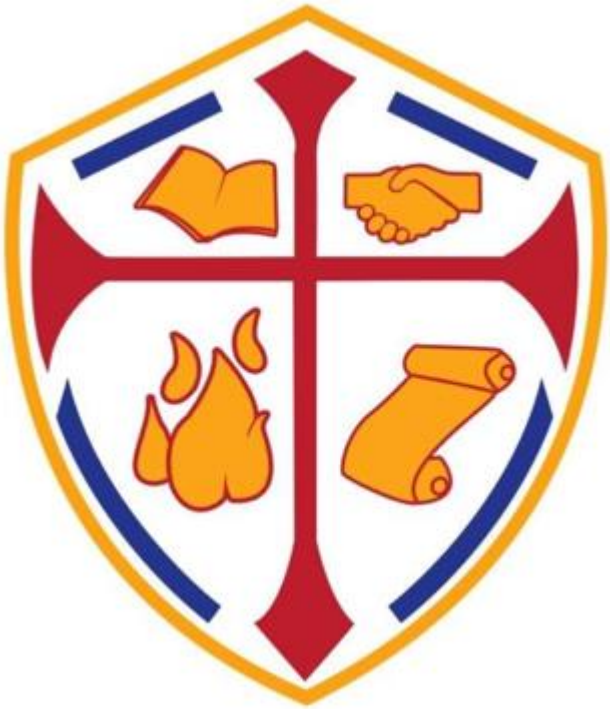
# CPD Policy

# All Saints Catholic School



"We are all one in Christ, our mission and our responsibility is to recognize all individuals in our community as part of the body of Christ and to value them accordingly in our treatment of them, thriving and progressing in a spirit of togetherness"
(1 Cor. 12:29)

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| **Approved by Chair of Governor:** | | **Date:** |
| **Last reviewed on:** | July 2026 | |
| **Next review due by:** | July 2027 | |

**Continuing Professional Development**
**(CPD) Policy**

## Aims and objectives

This school is a “learning community” and this policy is set out to deliver this commitment by providing opportunities for continuous learning and development of the entire staff. Professional development is the means by which the school is able to deliver whole school, team and individual development priorities.

1. The school has an expectation that all members of the learning community will take an active role in their own professional development.
2. The school believes that all members of staff have a responsibility to support the professional development of colleagues.
3. Professional development will be co-ordinated by a CPD Leader with an appropriate job description and who will be a member of the school leadership team. The CPD Leader will be appropriately trained and will be provided with annual opportunities to network with schools and training providers.
4. All members of the school learning community will have an entitlement for access to high quality induction and continuing support and development.
5. The key elements of the CPD policy comprises:
   a. effective auditing and identification of need and aspiration
   b. appropriate match of provision to learning needs
   c. reliable and explicit evaluation of the impact of provision
   d. dissemination of effective practice.
6. The school will aspire to obtain appropriate quality standards from organisations that support the principles of effective professional development in, e.g. The Education Endowment Fund, Ambition Institute, The Chartered College of Teaching in order to validate and challenge its approach to learning and development.
7. The school will use a range of types of provision and providers adopting “Best Value” principles in determining these. The school is committed to working alongside the Teaching Schools Network to develop and improve the services they provide through collaborative planning and detailed feedback.
8. The school’s CPD provision will allow staff to develop skills and competencies progressively allowing them to build on and reinforce skills and expertise dealt with earlier, particularly across the key areas identified in the appropriate standards frameworks.
9. The school will provide and support opportunities for professional recognition including accreditation of the CPD undertaken.

## 2. Process

All staff are expected to complete, at least, 10 hours of CPD over the year – these 10 hours will be returned to staff in the form of 2 disaggregated inset days.
The CPD Leader will facilitate access to a range of professional development opportunities and be responsible for communicating opportunities to appropriate staff. Part Time Staff will have their CPD hours agreed as appropriate to the proportion of time which they work in school.

The CPD Leader will be responsible for ensuring that appropriate opportunities are provided for the following groups of the school community as appropriate:

- Early Career Teachers in line with ECTE framework
- Staff new to the school or role
- Teachers in their early years (ECTE framework)
- Teachers with 5 years + experience (including those beyond the threshold and those in the later stages of their career)
- Teachers specialising in teaching particular groups of pupils
- Exceptional Teachers and Lead Practitioners
- Middle managers/Curriculum Leaders (Emergent Leaders)
- Senior managers in their early years
- More experienced senior managers
- The head teacher
- Governors
- Supporting the Business Manager to develop the senior support staff including Bursars, ICT Systems Managers and Premises Managers
- Teaching assistants, EAL support, language assistants and learning mentors
- Secretarial and administrative staff including librarians, catering staff
- Instructors, performers and technicians including science, DT and ICT
- Parents and carers as appropriate.
- Regular supply staff and those seeking to return to the profession
- Trainee Teachers

All those engaged with CPD will be encouraged to:

- reflect on their development
- embed their learning to their teaching practice

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.

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 office.

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 given to the Head's PA.

**Evaluation**

1. Feedback following CPD should be completed online via SISRAObserve with a follow up evaluation at specific points during the school year as identified on the school CPD calendar.
2. Staff feedback and sharing of good practice following CPD should form part of the next departmental 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.
3. 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.
4. An evaluation form must be completed online following attendance at any internal and external course.

5. The CPD Leader will provide an annual report to the Governing Body on the impact of the training and development undertaken including the identification of future needs and an evaluation of the CPD Leader role.

**4. Record keeping**

All staff will keep a log of their own personal CPD through a CPD Record booklet. Records will also be maintained by the Teaching and Learning admin and are accessible through Bromcom.

**5. Links to other documents**

a. School Improvement Plan
b. Departmental development plans
c. CPD programme

**Conclusion**

*This policy has been developed to ensure the inclusion of all pupils and staff with due regard to SEN, Most Able, gender, chosen sexual orientation, ethnicity, disability, Looked After Children, and those pupils who are subject to a Child Protection Plan. This policy also ensures that due regard is given to staff in respect of their maternity /paternity entitlement. All Saints School values the worth of every individual and the contribution they make to the school community as a whole.*