



# Walthamstow School For Girls

*"Neglect not the gift that is in thee"*

## Policy Document

# CPD Policy

|                           |                        |
|---------------------------|------------------------|
| <b>Author(s):</b>         | <b>J Gunzi</b>         |
| <b>Ratification Date:</b> | <b>Spring 2017</b>     |
| <b>Next Review Date:</b>  |                        |
| <b>Reference:</b>         | <b>CPD_POLICY_VI.0</b> |

1. All staff are entitled to CPD as agreed in their performance management.
2. Our school motto is Neglect not the gift that is in thee. Our exceptional track record of academic excellence is achieved through a combination of high expectations and inspirational Teaching & Learning experiences which equip the girls with the skills to become confident and independent learners. Line managers have a responsibility to ensure that CPD entitlement identified in Performance Management reflects the core vision and values of the school.
3. The staff CPD entitlement is closely linked to Appendix B in the Performance Management Policy.
  - Target 2 is the pedagogy target: staff will opt for one of the three T & L priorities through differentiated targets.
  - Target 3 is the CPD target: staff will select an aspect of GREEN.
4. The staff CPD entitlement is closely linked to the Teaching & Learning overview.
  - Target 2 CPD will be offered to teaching staff throughout the year at various T&L events such as after school staff meetings, inset days and twilight sessions. The offer will be a combination of whole staff meetings, small group workshops and opt-in twilight sessions. Twilight sessions will include a program of one hour CPD sessions from which staff can select the sessions that suit them, with a minimum amount to be attended over the course of the year.
  - Target 3 GREEN CPD as target 2, and as a school visit once every two years. (The school will endeavour to enable a visit to the member of staff's school of choice, however this cannot be guaranteed. The bi-annual school visit will take place for all staff, except the Leadership Team, during TD4.)
5. All staff are entitled to CPD linked directly to the school SIP. This will be delivered in school to all staff. The school SIP priorities are the three main strands of pedagogical intelligence, data and pedagogical and emotional and community intelligence. Resources used for training will be made available on the interactive Teaching and Learning overview.
6. Part-time teaching staff will be invited in (and paid) if significant T&L events occur on the day they do not work. Staff who miss T&L events are encouraged to access the resources on the interactive Teaching & Learning overview and to attend catch-up sessions.
7. Staff will keep track of their CPD by uploading their CPD reflections and key action points to SchoolIP.
8. Staff are encouraged to enrol in CPD courses.
  - All teaching staff are encouraged to attend MOOC (Massive Online Open Course) courses online. These are free accredited online courses run by various universities. The link to the teaching section is <https://www.futurelearn.com/courses/categories/teaching-and-studying>.
  - All staff are encouraged to become coaches. The T&L Leader postholder will co-ordinate the coaching CPD.
  - All staff are encouraged to become exam board moderators or examiners.
  - All staff are encouraged to attend any Waltham Forest, Waltham Forest Challenge and CENLIG courses on offer
    - Termly teach-meets
    - Hub meetings
    - Subject network meetings
    - Aspiring Leadership courses (Middle, Senior and Headship)
  - Aspiring or recent Middle Leaders are encouraged to sign up for the NAML course.
  - Middle Leaders are encouraged to attend Subject Network meetings.
  - Middle Leaders are encouraged to ensure attendance at the relevant PiXL courses.

- Middle Leaders are encouraged to ensure attendance at examination board specific courses on examination feedback.
- Senior Leaders and the T&L Leader postholder are encouraged to take part in at least one QAR (Quality Assurance Review) in another school, led by Challenge Partners, each year.
- The Leadership Team are encouraged to keep abreast of the latest developments in education through attendance at relevant SSAT, Leading Edge, ASCL, PiXL training and online via The Key and the DfE website.

## 9. Safeguarding

- All staff will receive the required Safeguarding training (Level 1 and any other required updates such as Prevent for 2016-17).
- All Senior Leaders, DSL, Deputy DSLs, Pastoral Staff and SPLs should have completed the up-to-date Safeguarding training.

10. New staff will be expected to familiarise themselves with the CPD resources available on the interactive Teaching & Learning overview.

11. Middle Leaders and Senior Leaders are encouraged to attend the Middle Leaders' Conference in the autumn term. The focus of the conference will reflect the CPD needs of Middle Leaders based on the SIP.

12. Senior Leaders are encouraged to attend the Leadership Team conference in the spring term, which focuses on the SEF and the SIP for the next academic year.

13. Faculty reviews: all Middle Leaders are encouraged to fully take part in this CPD opportunity. Faculty reviews are led by Middle Leaders. Faculties will be paired up to give Middle Leaders an opportunity to review another Faculty. This experience provides invaluable CPD.

14. All CPD requests will be submitted to Deputy Headteacher (KS3).

Appendix 1: Application for training form

Appendix 2: Application for cover (training and development) form

Appendix 3: Training and development evaluation form



### APPLICATION FOR TRAINING AND DEVELOPMENT

Application process:

1. Complete Section 1 of the application form
2. Complete an absence form
3. Complete an external application form, if applicable
4. Pass all three forms to J GUNZI
5. You will be informed by J GUNZI if your application is successful

#### SECTION 1

Name of Applicant ..... Date .....

a) Explain how your application relates to a performance management related or Faculty ,SIP target, or whether it is for personal development

b) If you are applying for time only, give details of proposed date(s) and times.

c) For external courses

Course Title .....

Name of course provider.....

Venue .....

Date .....

Fee ..... Cost for travel/subsistence.....

Cover required in days... .. Supply costs - 1 day = £ 170 % day = £90

#### To be completed by Head of Faculty, Line Manager or Co-ordinator

d) Explain why the applicant should be considered for this training/development

e) How will the results of training be disseminated?

Signed .....

Date .....

**Section 2**

**OFFICE USE ONLY**

The fee for the course should be taken from the cost centre shown below, as indicated by a signature:

|  |                                |
|--|--------------------------------|
| <b>Training and Development</b><br>... | Co-ordinator's signature... .. |
| <b>Gifted and Talented</b><br>.....    | Co-ordinator's signature... .. |
| <b>KS3 National Strategy</b><br>...    | Co-ordinator's signature... .. |
| <b>EIC/Aim Higher</b><br>...           | Co-ordinator's signature... .. |
| <b>LIG</b><br>...                      | Co-ordinator's signature... .. |
| <b>Specialist School</b><br>...        | Co-ordinator's signature... .. |
| <b>Other (Please specify)</b><br>...   | Co-ordinator's signature... .. |

**CPD Co-ordinator's signature.....**

**Headteacher's signature.....**

**APPLICATION FOR COVER – Training & Development/ External Meetings**

Please complete **at least 5 days** before the proposed absence. This form may also have to be completed after an unexpected absence.

**PART 1 - Absence details** (*tick boxes where necessary*)

Name \_\_\_\_\_ Date submitted \_\_\_\_\_

Day(s) & Date(s) \_\_\_\_\_ Week A  B 

Time of absence \_\_\_\_\_

ALL DAY  REG am  P1  P2  P3  REG pm  P4  P5 

Reason for request \_\_\_\_\_

I am applying for leave: with pay  without pay  (*please tick boxes as appropriate*)Exam Board  G & T  KS3  KS4  SIP  PM **PART 2 - Timetable details – please write **NCr** (no cover required) if your class does not need covering and the details of class to be covered, e.g. 9F**

| Day A/B | REG am | P1 | P2 | P3 | REG pm | P4 | P5 |
|---------|--------|----|----|----|--------|----|----|
|         |        |    |    |    |        |    |    |
|         |        |    |    |    |        |    |    |

Signature of Head of Faculty required: \_\_\_\_\_

**PART 3 - Line Manager of non-classroom based staff Signature required:** \_\_\_\_\_

Comments \_\_\_\_\_

**PART 4 – Deputy Headteacher (T & D) Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_Application: approved  not approved  with pay  without pay 

Comments (optional) \_\_\_\_\_

**PART 5 - Administration only**Entered on cover calendar  entered by: \_\_\_\_\_ Date: \_\_\_\_\_Entered on Simms  entered by: \_\_\_\_\_ Date: \_\_\_\_\_e-mail sent to confirm cover/ refuse cover  sent by: \_\_\_\_\_ Date: \_\_\_\_\_



**Walthamstow School for Girls  
Evaluation of External Training and Development**

Name .....

Course Title .....

Internal  External

Course Provider ..... Date of Course .....

1. How far did the course meet your expectations and your development needs?

Completely  Partially  Not at all

2. What action will you take as a result of the training and how will it impact on teaching and learning?

3. How and when do you intend to disseminate the training to your faculty/department?

4. Highlight any links to the improved delivery of ICT in the training

5. How would you rate the quality of delivery?

Excellent  Satisfactory  Poor

6. How would you rate the quality of materials?

Excellent  Satisfactory  Poor

7. How would you rate the course in terms of value for money?

Excellent  Satisfactory  Poor

*Thank you for completing this evaluation. Please return this evaluation to Jonathan Gunzi, and retain copies for your CPD portfolio and your Line Manager.*

