

Continuing Professional Development (CPD) Policy for Staff



Approved by: Katie Wyatt

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1. Purpose

This policy outlines the approach to Continuing Professional Development (CPD) for all staff at Maple House School. CPD is essential for enhancing the skills, knowledge, and effectiveness of our staff to meet the diverse needs of the pupils in our school setting. The policy aims to foster a culture of continuous learning, ensuring that staff are supported in their personal and professional development.

2. Scope

This policy applies to all teaching and non-teaching staff, including administrative, support, and therapeutic staff. It encompasses a range of CPD opportunities, including formal training, professional qualifications, collaborative learning, and informal development activities.

3. Aims

The CPD policy aims to:

- Ensure all staff are equipped to meet the specific learning, social, emotional, and physical needs of pupils.
- Provide opportunities for staff to enhance their skills in special education, including SEND (Special Educational Needs and Disabilities), safeguarding, communication methods, and mental health awareness.
- Promote a culture of reflective practice and continuous improvement.
- Support career progression and leadership development for all staff members.
- Align individual professional development with the school's improvement priorities.

4. Responsibilities

4.1 The School Leadership Team (SLT)

- Set the strategic direction for CPD in line with the school's development plan.
- Identify CPD needs through appraisal processes, staff feedback, and the school's priorities.
- Ensure appropriate resources and opportunities are available for CPD.
- Review the impact of CPD on staff performance and pupil outcomes.

4.2 Line Managers

- Support staff in identifying their CPD needs.
- Ensure CPD opportunities are aligned with individual roles and responsibilities.

- Encourage participation in relevant CPD activities and monitor the impact on professional practice.

4.3 Staff

- take responsibility for their own professional development, identifying areas for growth and improvement.
- Actively engage in CPD activities and apply learning to improve practice.
- Share knowledge and skills gained from CPD with colleagues to promote collaborative learning.

5. CPD Opportunities

CPD opportunities will be varied to meet the needs of staff working at Maple House School. These may include:

- External Training: Courses, workshops, and conferences related to SEND, behaviour management, therapeutic interventions, and specialised teaching methods.
- Internal Training: Inset days, staff meetings, and workshops delivered by internal or external specialists.
- Professional Qualifications: Support for staff to pursue relevant professional qualifications, including specialist SEND qualifications, therapy courses, and leadership development programs.
- Peer Learning and Collaboration: Opportunities for staff to observe best practices, team teaching, coaching, and mentoring.
- E-Learning and Research: Access to online courses, webinars, and professional reading related to special education. Use of National College online platform.

6. Time Allocation and Resources

- CPD activities will be scheduled during Inset days, twilight sessions, and in weekly after school sessions.
- The school will allocate a portion of its budget to CPD activities, ensuring equitable access to training opportunities for all staff.
- Time off for professional qualifications or attending courses will be granted in line with the school's staff leave policies.

7. Evaluation and Impact

- The impact of CPD on staff performance and pupil outcomes will be evaluated regularly through appraisals, observations, and feedback.

- Staff will be encouraged to reflect on their CPD and its application in their practice.
- The SLT will review the overall effectiveness of CPD provision as part of the school's development plan.

8. Equal Opportunities

The school is committed to providing CPD opportunities for all staff, regardless of role, experience, or personal circumstances. Adjustments will be made to accommodate the needs of staff with disabilities or additional responsibilities (e.g., caring for dependents).

9. Safeguarding and Wellbeing

All CPD activities will promote the safeguarding and wellbeing of staff and pupils. Training on safeguarding, mental health, and wellbeing will be a priority in the school's CPD program.

10. Review

This policy will be reviewed annually by the School Leadership Team to ensure it continues to meet the needs of staff and pupils.