

Head of School: Ms C Lowing

Initial Policy date	May 2018	Next scheduled review	October 2023
Governor approved	14 September 2022	Key person/people	HT
Model Policy		Model localised	Yes
Pupil leadership team review		Y / N / N/A	

CONTINUOUS PROFESSIONAL DEVELOPMENT

Principles

Test Valley School is a place where partnerships inspire success for all: "In pursuit of personal excellence"

At Test Valley School we will:

- Ensure that all colleagues in school have the opportunity to develop the skills, knowledge and attributes necessary to successfully fulfil their designated role, and raise standards of pupil achievement.
- Meet the developmental requirements of the School Development Plan (SDP), Annual Improvement Plan (AIP), Specialist Team Improvement Plan and National Development priorities
- Provide opportunities for individual career development.
- Support colleagues in meeting and exceeding the National Standards.
- Support colleagues in utilising their Professional Learning effectively.

Requests by teachers for professional learning should be made to the Headteacher or, Business Manager in the case of the support team (IPP).

Practice

Strategies include:

- CPD at Test Valley is intrinsically linked to Performance Management (known here as Framework for Professional Learning ("FPL"))
- Annual Performance Management (FPL) cycle for teaching colleagues and Individual Performance Planning Cycle for support colleagues
- The identification of individual, team and whole school training needs.
- School Strategic Planning includes Professional Learning.
- A minimum of 25 hours (pro rata) of Professional Development per year.
- Early Careers teachers' induction and training programme.
- Support for RQTs.
- Induction programme for all new colleagues.
- School Direct programme and ITT programme.
- Mentor training and coaching.
- Timetabled (twilight) workshops and Professional Learning sessions.
- Peer observations.
- 360 Self-evaluation.
- Links with Higher Education.
- Bespoke professional learning.
- Teaching School Alliances.
- Links with partner primary schools.

- Working with the Hampshire Advisory Service.

SLT members responsible for Professional Learning and Performance Management (FPL) will:

- Oversee management, recording and co-ordination of all Continuous Professional Learning.
- Monitor individuals/areas/groups against agreed standards.
- Maintain a record of all colleagues' training and development, including observations of lessons.
- Track progress of colleagues' Performance Management and Individual Performance Planning statements, and ensure that deadlines are communicated to all colleagues.
- Link training and development to the SDP, AIP and Department STP, Local Authority and National priorities.
- Raise awareness of opportunities for continued development.
- Ensure appropriate colleagues meet necessary Health & Safety and Safeguarding requirements.
- Keep Governors apprised of Continuous Professional Learning in school.
- Support colleagues with the application process for UPR (Upper Pay Range).
- Ensure that Middle Leaders support and lead their teams with ongoing Professional Learning.

Line Managers will:

- Prioritise Professional Learning.
- Communicate training opportunities to SLT.
- Ensure the training and learning of all colleagues for whom they are responsible
- Ensure legal obligations are fulfilled.
- Be responsible and regularly discuss and review the Performance Management framework or IPP portfolio with each team member.
- Facilitate activities such as co-teaching or planning.
- Use workshops and meeting times as opportunities for Professional Learning.
- Ensure that trainee teachers, Early Careers teachers and new colleagues are appropriately supported.
- Undertake at least one Performance Management lesson observation for each person as per the Quality Assurance Cycle.
- Support reviewees to achieve targets.
- To contribute to the Upper Pay Range assessment process of colleagues and ensure that those in the Upper Pay Range are able to demonstrate sustained and substantial contributions.

Teachers and Support Colleagues will:

- Take responsibility for their own professional learning.
- Maintain their Performance Management portfolio and present to governors for the annual pay committee as per the calendared process.
- Identify areas for personal and professional development affecting teaching and learning/ working practice.
- Liaise with line manager and SLT link about development opportunities.
- Participate in (and contribute to) all Professional Learning and in-house training as appropriate.
- Take opportunities to share expertise with colleagues including participating in co-teaching.

- Ensure legal obligations are met through appropriate training.
- Engage with training opportunities offered.
- Demonstrate high levels of reflective practice and professional generosity in supporting others and the school.