



# The Consortium Trust

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## Continued Professional Development Policy

### 1. Principles, Values and Entitlements

- 1.1.1 The Consortium Trust is a “learning community” and is committed to providing opportunities for the continuing learning and development of its entire staff. Professional development is the means by which the Trust is able to deliver whole school, team and individual development priorities.
- 1.1.2 The Trust has an expectation that all members of the learning community will take an active role in their own professional development.
- 1.1.3 The Trust believes that all members of staff have a responsibility to support the professional development of colleagues.
- 1.1.4 Professional development will be co-ordinated by Academy Heads via the Trust CPD Administrator. The CPD Administrator will be appropriately trained and will be provided with annual opportunities to network with schools and training providers.
- 1.1.5 The Consortium Trust provides a co-ordinated response through the Teaching Learning and Assessment Panel. The Head of Service Education For All, supports and maintains the Continued Professional Development programme under the direction of the CEO / Principal.
- 1.1.6 All members of the school learning community will have an entitlement for access to high quality induction and continuing support and development.

### 2. The key elements of the CPD policy comprises:

- > *effective auditing and identification of need and aspiration*
  - > *appropriate match of provision to learning needs*
  - > *reliable and explicit evaluation of the impact of provision*
  - > *Dissemination of effective practice.*
- a. The Trust will aspire to obtain appropriate quality standards from organisations that support the principles of effective professional development in, e.g. Approved Centre status from the Institute Leadership and Development, Investors in People, Customer Service Excellence standard, Basic Skills Quality Mark, in order to validate and challenge its approach to learning and development.
  - b. The Trust aspires to acquire ‘Teaching School Alliance’ status in its own right, while developing partnerships with other TSAs and the School to School Support Partnerships for the benefit of the staff across the Trust.



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- c. The Trust will use a range of types of provision and providers adopting “Best Value” principles in determining these. The Trust is committed to working with all training providers to develop and improve the services they provide through collaborative planning and detailed feedback.
- d. The Trust’s CPD provision will allow staff to develop skills and competencies progressively allowing them to build on and reinforce skills and expertise previously acquired, particularly across the key areas identified in the appropriate standards frameworks.
- e. The Trust will provide and support opportunities for professional recognition including accreditation of the CPD undertaken.

### **3. Auditing and identification of need and aspiration**

- a. The CPD Assistant and the Head of Service Education For All will be responsible for identifying the training and development needs of the school community and the Trust. These needs will be identified through mechanisms such as performance management, self-evaluation, national and local priorities, other internal and external monitoring and feedback evidence and through informal and formal discussions with individuals and teams. The outcomes of the needs analysis will be a CPD plan which forms part of the Trusts strategic planning framework.
- b. The Head of Service Education For All will be responsible annually for discussing with the Academy Head and Locality Committees the main training and development priorities and the budgetary implications of addressing these needs at school level.
- c. The Head of Service Education For All will be responsible annually for discussing with the Chief Executive Officer and Trust Board the main training and development priorities and the budgetary implications of addressing these needs at Trust level.
- d. Training and development issues will be addressed at Board and/or Locality Committee meetings and be included as part of the CEO’s/Academy Head’s annual report. The Head of Service Education For All will attend appropriate Board and/or Locality Committee meetings and report annually on the provision and impact of training and development.
- e. The CPD Assistant and The Head of Service Education For All will facilitate access to a range of professional development opportunities and be responsible for communicating opportunities to appropriate staff.
- f. The CPD Assistant and The Head of Service Education For All will be responsible for ensuring that appropriate opportunities are provided for the following groups of the school community as appropriate:



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- Newly Qualified Teachers
  - staff new to the school or role
  - Teachers in their early career (ECT)
  - 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
  - Excellent practitioners
  - Middle managers/Curriculum Leaders (Emergent Leaders)
  - Senior managers in their early years
  - More experienced senior managers
  - The CEO/Principal
  - Academy Heads
  - Members, Trustees and Locality Committee members
  - Senior support staff including Office Managers, ICT Systems Managers, Higher Level Teaching Assistants and Premises Managers
  - Teaching assistants and nursery nurses, bilingual support, language assistants and learning mentors
  - Secretarial and administrative staff including librarians, 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
  - Apprentices
  - Pupils where provision extends beyond the school
- g. The school will have systems and opportunities for teams and the whole school to feed to the CPD Assistant and The Head of Service Education For All details of priorities and approaches to development.
- h. The CPD Assistant and The Head of Service Education For All will be responsible for ensuring the effective organisation of access to opportunities, eg booking, confirmation and for providing appropriate support such as organising relevant resources, setting up appropriate meetings and organising membership of, and subscriptions to, appropriate bodies such as subject associations and school improvement organisations; matching provision to learning needs.
- i. The professional development opportunities available will only be offered if they:



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- Meet identified individual, team, school or national development priorities;
  - Are based on recognised effective practice;
  - Contribute to raising the standards of pupils' achievements;
  - Respect cultural diversity;
  - Are provided by those with the necessary experience, expertise and skills;
  - Are planned systematically;
  - Are based, where appropriate, on relevant standards;
  - Are informed by current research or inspection evidence;
  - Make effective use of resources, particularly ICT;
  - Are provided in accommodation which is fit for purpose with appropriate equipment;
  - Provide value for money;
  - Have effective monitoring and evaluation systems including seeking out and acting on user feedback to inform the quality of provision;
  - Provide opportunity to measure impact;
- j. The school will support a wide portfolio of CPD approaches matched to the need of learners. These will include:
- In-school training using the expertise available within the school and collaborative activity (eg collaborative teaching, planning and assessment, work with a learning team, classroom observation, existing expertise, peer evaluation, collaborative enquiry and problem-solving, modelling);
  - Coaching and mentoring and engaging in learning conversations;
  - Job enrichment/enlargement (eg a higher level of responsibility, front line working in someone else's job, job sharing, acting roles, job rotation, shadowing, leading meetings);
  - Producing documentation or resources such as curriculum development, teaching materials, assessment package, ICT or ideo programme;
  - Accessing an external consultant/adviser or relevant expert master classes, model and demonstration lessons role play, simulations;
  - Collecting and collating pupil feedback, data and outcomes;
  - Attendance at a lecture, course or conference;
  - School visits to observe or participate in successful practice;
  - Secondments, exchanges and placements (eg within a regional or national organisation, an exchange or placement with another teacher, school, higher education, industry, international exchange, involvement with Locality Committee);
  - International professional development;
  - Postgraduate professional development and other qualifications from higher educational institutions and other forms of professional recognition and qualifications such as NVQs, Higher Level Teaching Assistants, NCSL programmes;
  - Research opportunities;
  - Distance learning (eg e-learning, relevant resources such as educational journals and publications, training videos, reflection, simulations);



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- Practical experience (eg national test or exam marking experience, opportunities to present a paper, contribute to a training programme, coordinating or supporting a learning forum or network, involvement in local and national networks, involvement with a subject or specialist association) external partnerships (eg with a colleague, group, subject, phase, activity or school-based team meetings and activities such as joint planning, observation or standardisation, special project working group, involvement in a formal or informal partnership such as a Network Learning Community)
- k. All those engaged with CPD will be encouraged to:
- reflect on their development
  - seek professional recognition, including accreditation for the work undertaken.
- l. The CPD Assistant and The Head of Service - Education For All, will provide access directly or organise guidance to staff on how such recognition can be achieved Evaluating Impact and Disseminating Effective Practice.
- m. Following professional or other development, the participant will discuss with the Head of Service Education For All or line manager the opportunities to disseminate to other staff. Relevant feedback about the provision and the ideas must be provided to the CPD Assistant by completion of an evaluation form. The CPD Assistant will provide an evaluation report for each professional development course ensuring that further training requests are captured and reported to the Head of Service Education For All and the final report to be distributed to the Education and Learning Team. Where it is agreed that there would be benefit in a wider circulation or follow up, the CPD Assistant will be responsible for organising that, e.g. circulating relevant resources, a session at a staff or subject meeting, introducing a teaching or learning strategy, inclusion on the school websites.
- n. The CPD Assistant and The Head of Service Education For All will be responsible for ensuring whether any follow up is needed to the provider, eg feedback, issues of access.
- o. The CPD Assistant and The Head of Service Education For All will review annually whether any aspects of the CPD provision (eg service level agreements or subscriptions) do not represent value for money and make appropriate recommendations to the CEO / Academy Head, Trust Board and Locality Committee as appropriate.
- p. The CPD Assistant and the The Head of Service Education For All will be responsible for assessing the value for money of training and development through seeking to monitor and evaluate impact. The CPD Assistant and the The Head of Service Education For All shall be committed to ensuring that CPD systems and procedures conform to current best practice. This will be undertaken at a variety of levels including:



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- Immediate/short term evaluation by participants;
- longer term follow up for a sample of CPD undertaken usually at a period no less than 3 months following the provision;
- informal discussion with colleagues about improved practice;

q. Measures used to determine the impact of training and development will be drawn from:

- participant evaluation
- pupil and school attainment
- external and internal evaluation and inspection processes
- recruitment and retention data
- the changing qualification profile of the staff

r. The CPD Assistant and The Head of Service Education For All will provide an annual report to the Trust Board and/or Locality Committee on the impact of the training and development undertaken including the identification of future needs and an evaluation of the CPD Leader role.

## 4. Staff commitments to the Trust

- a. Where the Trust has invested considerable time, resources and finance into an individual by supporting a college/university or substantial course leading to a qualification i.e SENDCo Award, NPQH, Qualified Teacher Status etc – A contract between the Trust and the individual exists to indemnify the Trust against losses due to the staff member leaving prematurely.
- b. It is assumed that the staff member will repay the Trust a proportion of the course costs/supply and expenses incurred by the Trust on a sliding scale as follows:

**Year 1: 100%**

**Year 2: 75%**

**Year 3: 50%**

**Year 4: 25%**

**Year 5: 5%**



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## Document Control

### Changes History

Version	Date	Amended By	Details of Change
2	05/06/20	Debbie Thomas	Updated job titles and responsibilities Updated accrediting bodies 2.1

### Approval

Name	Job Title	Signed	Date
Andrew Aalders-Dunthorne	Principal/CEO	Electronic signature	29/12/2016
Dawn Carman-Jones	On behalf of the Trust Board	Electronic signature	29/12/2016
Andrew Aalders-Dunthorne	Principal/CEO	Electronic signature	02.07.2020
Dawn Carman-Jones	On behalf of the Trust Board	Electronic signature	02.07.2002

### Equality Impact Assessment

Date	Name	Details

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