

ABBEY
COLLEGE
CAMBRIDGE

**Continuing
Professional
Development and
Staff Training Policy**

2021/2022

SLT Responsible for this Policy

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This policy is reviewed on an annual basis		
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This policy has been approved by SLT and adopted on behalf of the Governors, and is addressed to all members of staff and volunteers and is available on the school's portal. It is available to parents on request. It applies wherever staff or volunteers are working, including when this involves being away from the school.

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1. Rationale

Continuing Professional Development (CPD) consists of reflective activity designed to improve an individual's attributes, knowledge, understanding and skills. It supports the individual's needs and improves professional practice. As a school we recognise that to continue to support our ethos of '*A community energised by the love of learning and outstanding achievement for all*' we need to ensure that staff are equipped and supported to deliver outstanding lessons. This supports the DfE Teacher' Standards (201) Part 8 – Fulfil Wider Professional Responsibilities by taking responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues.

CPD is important because it helps staff to carry out their work more effectively. This benefits:

- The students as their teachers, boarding and support staffed are confident, knowledgeable and skilled in their profession.
- The school in its teaching and learning, and enhances the general functioning of the school.
- The member of staff, because their job satisfaction and career opportunities enhance as a result of training.

All decisions about the provision of CPD will take into account:

- The needs of the school as identified in the school improvement and development plan.
- The professional needs, interests and aspirations of the member of staff.
- The school's resources for the professional development of its staff.
- The best possible provider of CPD.
- Staff feedback of CPD and willingness to share the training with peers.

CPD will be part of an annual cycle which links together:

- CPD and ongoing development.
- Learning walks.
- Performance management.
- School self-evaluation.
- The school development and improvement plan.
- Standards (for teachers).
- Peer observation.
- The Professional Development Review for all staff.

The individual member of staff will:

- Seek out and make the most of professional development opportunities available to help make sure that students receive the best and most appropriate education and student experience possible.
- Be proactive in finding CPD based on feedback from professional development reviews.
- Salaried staff will take part in peer observation, with sessional staff choosing to opt in to the programme.
- Reflect on their own practice to determine strengths and areas for development.
- Document those reflections to contribute actively to performance management, through maintaining a professional development portfolio.
- Take part in opportunities to share strengths and learn from colleagues.
- Seek out and utilise new thinking, ideas and technology relevant to their roles.
- Support colleagues in achieving high professional standards.
- Feedback to colleagues, share resources and be willing to train other staff.
- Use their training for the improvement of the college.

The school will provide:

- Leadership of professional development by a senior member of staff (VPP).
- Induction training for all staff.
- Abbey Cambridge Diploma in Teaching Mastery.
- Abbey Cambridge Pastoral Diploma
- Dedicated Professional Development Review (PDR) days
- CPD for professional development review issues.
- Close links with the LA for safeguarding training and NQT training.
- A wide range of school-based, local and national opportunities for professional development.
- Clear identification of staff development activities in the school and department development plans.
- Records of all training by HR and recorded onto SIMS and the Central Record.
- Robust quality assurance to monitor the quality of provision, ensure best value and evaluate the impact of CPD activities.
- Accurate information about spending on professional development and how this compares with similar schools.

2. Request for CPD

To request a professional development activity please fill in the CPD request form on the T Drive. SLT authorise requests for CPD for their departments.

Staff should not book any course until the form is signed and approved by SLT.

Staff who wish to run training sessions or have ideas for external speakers are welcome to share ideas with senior staff.

3. Staff Training

3.1. New Staff Induction

All staff receive the following training on induction:

- Introduction to the company and orientation.
- Health and Safety.
- Fire Safety
- Child Protection Level One.
- Prevent Duty
- HR training.
- SIMS training.
- MyConcern
- Training on Teenage Mental Health concerns.
- Training specific to the role by line-manager.
- Risk Assessment training for Boarding staff.

3.2. Weekly Teacher Training

Teachers will receive weekly training sessions; with support and boarding staff occasionally joining, covering a range of topics:

- Teaching and learning
- Boarding and national minimum standards.
- High Quality Teaching
- Educational visits and Evolve.
- SEND
- EAL teaching.
- Mental Health Training.

- CSE.
- E-safety, Social Media and Student ICT policies.
- PSHEE.
- Restraint.
- Academic Policies.
- Pastoral Policies.
- Health and Safety.
- Fire Safety.

3.3. Whole teaching staff training

- INSET sessions.

3.4. Boarding staff training:

- Boarding staff have regular training sessions with the Director of Boarding and other key staff including the SENDCo
- External speakers train boarding staff annually.
- Boarding staff can request to attend BSA training sessions and are encouraged to seek professional certificates and request partial funding.

4. Abbey Cambridge Diploma in Teacher Mastery

This is an internal course run by the Principal for teachers who wish to study pedagogical thinking on the subject of teaching and learning.

Five teachers are selected each year, and requests to join the Diploma should be in writing to the Principal in Easter.

5. NQT Training

Abbey Cambridge welcomes NQTs and works in partnerships with local schools and the local authority to support staff new to teaching.

- NQTs are provided with a mentor and teach no more than 90% of contracted timetable.
- NQTs will observe lessons and take part in all areas of school life, to ensure they develop skills and experiences to be an outstanding teacher and caring professional.

6. DSL Safeguarding Training

The designated safeguarding lead and deputies receive biannual training provided by the LA. The DSL also attends termly DSL meetings at Head of Office.

7. Linked documents

- NQT Policy
- School Development and Improvement Plan 2020/2021
- Curriculum Policy
- SEND Policy
- DfE Teaching Standards 2011