

## **Continuing Professional Development (CPD)**

### **Policy and Teaching Staff Training Policy**

Primary person responsible for updates to this policy: **Tom Hadcroft**

Job title: **Senior Vice Principal (Academic)**

This policy is reviewed on an annual basis

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Next Review Date: June 2022

“Every teacher needs to improve, not because they are not good enough, but because they can be even better.”

Dylan Wiliam

DLD College London is a 'learning community'. Continuing Professional Development (CPD) is the professional and work related aspect of lifelong learning. It is an integral part of the process of adapting to change, and essential for maintaining and enhancing professionalism and competence for all members. All staff are entitled to Continuous Professional Development which supports their individual needs and improves their professional practice. The College takes a *layered* approach to CPD with opportunities linked to statutory regulations, development and professional interests.

- General College – this is development that staff in the school College and can best be addressed through Inset days and staff meetings and can cover areas such as changes in legislation, regulations or College/Group policies
- Role specific – this includes a wide range of different development activities that align with a colleague's development needs (which might have been identified through performance management). Opportunities are agreed with a line manager and might include events on a single theme, peer observations, external training sessions or conferences.
- Directed Development – this may be utilised to support progress towards objectives or in response to under-performance. Effective approaches towards these plans can be through peer mentoring or one to one coaching in a safe, supportive and non-judgemental environment.

### **The DLD Hallmark – (performance management)**

The 42 National Teacher standards are used as the foundations for a set of standards that encapsulate Gold Standard education at DLD College London – this is the DLD Hallmark. The Hallmark is operated through Standards Tracker which is an online tool that supports performance management at the College. This facilitates an evidence-led approach to staff development that involves setting on-going developmental goals.

DLD is keen to not only ensure all teachers deliver effective teaching but also to develop a culture of scholarship across the college.

Effective professional development should be seen as a key driver not only of staff development, but also of recruitment, retention, wellbeing, and college improvement.

The DLD Hallmark is set around standards that incorporate the National Teachers' Standards. For Teachers, there are 2 standards around each of the key characteristics of Teacher:

- Expert
- Professional
- Caring and supportive
- Proactive

- Collegiate & Reliable
- Inspiring

#### *Benefits of the DLD Hallmark*

- Clearer job responsibilities and expectations
- Enhanced individual and group effectiveness
- Improved capability through feedback and the identification of training needs
- Greater alignment of delivery with College mission and core values
- A clearer basis for HR decisions
- Improved colleague-manager communication
- Facilitates strategically targeted development priorities based on robust data

#### **Annual appraisal objectives:**

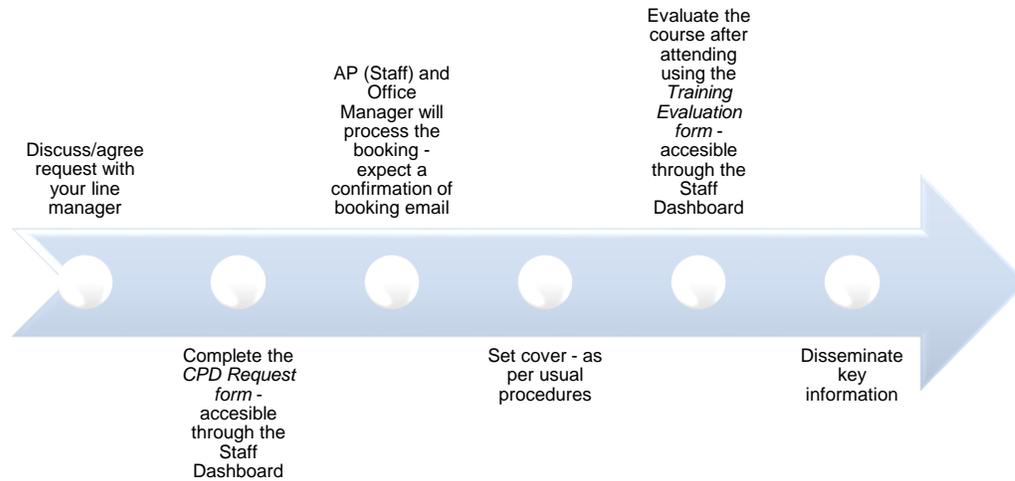
Although not always necessary, training should align with appraisal objectives. Staff should have 3-4 objectives with at least two of these directly related to the College Development Plan.

#### **Requests for external CPD**

The College has a generous budget for external CPD and welcomes requests from all colleagues to attend external training on an annual basis. Opportunities should be discussed with a line manager and then requested through the *Continuing Professional Development form*. Following the training, the *Training Evaluation* form should be completed. Both forms can be accessed through the Staff Dashboard.

Colleagues are encouraged to make requests for external training as far as possible before the event.

#### *The external CPD process:*



## New Staff Induction

The College takes a phased approach to New staff induction and on-boarding.

Phase 0	pre-joining tasks/training	<p>Keeping Safe in Education part</p> <p>Read the attached "Annex A"</p> <p>Alpha Plus Health and Safety Policy</p> <p>Alpha Plus Code of Ethical and Professional Conduct</p> <p>Complete the on-line training below for:</p> <ol style="list-style-type: none"> <li>1. Safeguarding Child Protection level 1</li> <li>2. FGM awareness</li> <li>3. Prevent Duty</li> <li>4. GDPR training</li> </ol> <p>Read Staff Handbook 2020/21</p>
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Phase 1	general	<p>Principal's introduction. History. Good Schools Guide. Vision.  Future. College development plan priorities.  Safeguarding (inc. My Concern - safeguarding)  Boarding  Courses  Email setup (password)  Printing, copying and scanning  Surface Pro setup Office365  Expectations:  Dress code  Timekeeping (staff briefing) - EntryPoint  Attendance policy and Bradford Factor  Cover and absences  Standards Tracker  Communicating with parents  Email conduct  Dealing with Attendance &amp; Punctuality  Lower School considerations  HoF &amp; DoS support  Student services  Other key support personnel  The DLD Personal Tutor  UCAS  CCA  Behaviour management  Supervision duties (study, leadership walks and events)  Canvas  New staff mentor  New starter objectives  Educational visits</p>
Phase [m]	for managers	<p>The role of the manager at DLD  Development plans  Line management: frequency, agenda, record  EntryPoint  Standards Tracker  Return to work interviews  Learning Visits  Recruiting staff  Faculty audit  Proactive management - examples of excellent practice</p>

Phase 2	Teacher/Role -specific	Faculty colleague introductions Staff share and resources Canvas (faculty perspective) SIMS: timetable, marksheets, report checking Report writing guidance Dealing with underachievement - interventions Progression pathways Marking and feedback policy Lesson planning docs Purchase order CPD Appraisal Private tuition Overtime Course changes Exam administration Storage space Textbooks Outlook Calendar (meetings) Parents' evenings Open evenings Interview support CCA contributions Schedule new starter objectives and review
Phase 3	Feedback	Verbal feedback and questions Quiz Scenarios and discussion

In addition, all staff receive information on:

- Health and Safety.
- Child Protection
- SIMS training.
- Training on Teenage Mental Health concerns.
- Trips
- SEND
- EAL teaching.
- E-safety, Social Media and Student ICT policies.
- PSHE.
- Restrain
- Fire Safety

NQT Training (to be read in line with the NQT policy)

- DLD College welcomes NQTs and through the IStip framework
- NQTs are provided with an Induction Tutor and benefit from 10% reduction in their teaching timetable
- NQTs will observe lessons and take part in all areas of college life, to ensure they develop skills and experiences to be an outstanding teacher and caring professional.