

**The**  
**Lloyd Williamson**  
**Schools**

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**CPD Policy**

**2020 -2021**

## **CPD Policy**

**CPD Coordinators: Lucy Meyer (Principal), Monika Lapka (Nursery Manager PGT) and Tanya Binedell (Head of Administration and Nursery TR)**

The Lloyd Williamson Schools are committed to supporting every employee to reach their potential and achieve their personal goals, which in turn will assist the organisation to achieve its objectives.

### **Aims of the Policy**

“A Teacher must take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues.”  
The Teachers’ Standards (May 2012)

At LWS we believe that the opportunity to develop professionally and personally both improves standards and raises morale through personal and professional fulfilment and that this in turn assists recruitment and retention.

All staff are entitled to equal access to induction at the school and continuing professional development. All members of the school community will have opportunities through performance management, appraisal and through other mechanisms to discuss their professional development needs.

In order to maintain effective CPD we will undertake regular reviews of our CPD.

The emphasis of our CPD will be to improve the standards and quality of teaching and learning. CPD planning will be inextricably linked and integrated with the school’s improvement plan and will be based on a range of information:

- The needs of the school as identified through self-evaluation
- Issues identified through inspection and monitoring eg. OFSTED
- Performance Management
- Feedback from staff, pupils and parents
- Career wish lists from staff and appraisal meetings

### ***Provision of CPD***

At LWS CPD provision will allow staff to develop skills and competencies progressively, with reference to Teachers Standards.

Quality assurance mechanisms will ensure that schools access provision of a consistently high standard.

To ensure that there are effective links to school improvement and self evaluation, the CPD coordinators will ensure that CPD maintains a high profile throughout the academic year.

At LWS we are proud of the quality of teaching and learning and its impact on results, self esteem of the pupils and morale of the staff. We are committed to disseminating good, successful practice that supports and improves teaching and learning throughout the school. CPD processes will be designed to widen participation, maximise inclusion and minimise bureaucracy. The school will participate in initiatives and projects which can be shown to have a positive impact on staff development, represent good value for money and be accommodated within the financial and staffing constraints of the school.

At LWS we require all employed members of staff to participate in online training provided by EduCare:

The courses are:

- ADHD Awareness
- Administration of Medication in Schools
- Adverse Childhood Experiences (ACEs)
- An Introduction to the General Data Protection Regulation
- A Practical Guide to the GDPR for Education
- Archived Course - Data Protection
- Autism Awareness
- Child Exploitation
- Child Neglect
- Child Protection Advanced
- Child Protection in Education
- Child Protection in Sport and Active Leisure
- Child Protection Refresher 2020
- Concussion Awareness
- Dealing with Bereavement and Loss
- Domestic Abuse: Children and Young People
- Dyslexia Awareness
- Equality and Diversity (May 2018)
- Female Genital Mutilation Awareness
- Fire Safety in Education
- First Aid Essentials (2018)
- Food Hygiene and Safety
- Harmful Sexual Behaviours
- Health & Safety in Education: Senior Leadership & Management
- Health & Safety in Education: Staff Awareness
- How to be an Effective Fire Warden or Fire Marshal
- Infection Prevention & Control in Education
- Mental Wellbeing in Children and Young People
- Moving and Handling
- Online Safety
- Overcoming Loneliness
- Preventing Bullying (2019)
- Raising Awareness of Asbestos
- Raising Awareness of Honour-Based Abuse and Forced Marriage
- Raising Awareness of Legionella

Raising Awareness of Peer-on-peer Abuse  
Raising Awareness of Trafficking and Modern Slavery  
Reflective Safeguarding Practice for Schools  
Safeguarding Young People  
Safer Recruitment in Education  
Serious Youth Violence  
Sexual Violence and Harassment between Children and Young People  
Substance Misuse Risks  
Supporting Staff Wellbeing in Schools  
The Prevent Duty  
The SEND Code of Practice  
Understanding Anaphylaxis  
Understanding Asthma  
Understanding Diabetes  
Understanding Epilepsy  
Use of Reasonable Force in Schools  
Young Carers

### ***Leadership and Management of CPD***

The Senior Management Team shall be responsible for identifying the school's CPD needs and those of the staff working within it.

The CPD Co-ordinators will discuss priorities and the likely financial implications of addressing these needs.

There should be robust, transparent arrangements for accessing CPD that are known to all staff.

There will be arrangements for annual discussions between the CPD Coordinators to include:

- Needs and aspirations of all staff
- Methods of accessing CPD provision including appropriate funding
- Ways of disseminating the training

This will be combined with the Performance Management process.

### ***Planning for Effective CPD***

CPD will be planned to balance use of resources with the aspirations and interests within staff. CPD opportunities will aim to meet the following criteria:

- Identified needs of the individual and the school
- Good practice that supports improved teaching and learning outcomes
- Respect inclusivity and diversity in all areas

- Training is provided by professionals with appropriate experience, expertise and skills
- Training will follow an agreed programme when dealing with emerging issues
- Training will make effective use of resources, particularly ICT
- Training will be provided in accommodation which is fit for purpose with appropriate equipment
- Training will provide value for money
- We will monitor the quality of provision through effective monitoring and evaluation systems including seeking out and acting on user feedback

### ***The Range of CPD activities***

In order to meet the needs of staff and to maximise the impact on teaching and learning within the school a range of approaches to CPD will be used. These CPD approaches will include, where appropriate:

- Attendance at a course or conference
- In-school training using the expertise available within the school, e.g. team teaching, skills in classroom observation, sharing existing expertise
- School-based work through accessing an external consultant/adviser or relevant expert such as an advanced skills or lead teacher, model and demonstration lessons
- School visit to observe or participate in good and successful practice, e.g. visit to a school or subject area with similar circumstances, a teaching school
- Online based learning from Educare
- Research opportunities
- Distance learning, e.g. relevant resources, training videos, reflection, simulation
- Job enrichment/enlargement, e.g. a higher level of responsibility; job sharing, acting roles, job rotation, shadowing;
- Coaching and mentoring – receiving or acting in these roles, acting as or receiving the support of a critical friend, team building activity
- Partnerships, e.g. 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 Network or partnerships
- Creating an improved learning environment within the school

### ***Recording and disseminating***

Staff are responsible for disseminating relevant professional development to the school community. Following professional development, the participant will fill in a form to evaluate the CPD activity. The member of staff with the CPD Co-ordinator will plan the process by which to most effectively disseminate to other staff, e.g. relevant papers, session at staff or subject meeting, etc. The CPD Coordinators will be responsible for ensuring whether any follow up is needed to the training (e.g., feedback to the provider) and be responsible for any such actions.

In order to ensure that there is equal access and involvement in CPD by all staff the CPD Co-ordinators will update records and staff files regularly about all training undertaken by the school community.

### ***Assessing the impact of CPD***

An annual review of CPD undertaken will take into account the benefits to:

- Pupil and school attainment
- Improved teaching and learning
- Increased pupil understanding and enthusiasm
- Increased staff confidence
- Increased evidence of reflective practice
- Recruitment, retention and career progression and promotion of staff

**Updated September 2020**

**Lucy Meyer**  
**Proprietor and Co-Principal**

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**Co-Principal**