



# Continued Professional Development Policy

Author/owner: Principals/Directors  
Date adopted: September 2021  
Anticipated review: September 2024

## Continued Professional Development

### Rationale

The Three Saints Academy Trust believes that regular, high quality CPD is a vital part of successful schools.

In developing our CPD offer our central emphasis is on improving teaching and learning, the quality of education and raising standards. The ultimate aim is the improvement in the practice of individuals through the creation of a learning community.

At the heart of our Trust, we have at our disposal; North West Learning Partnership and North West Three Maths Hub, staff utilise training from these organisations which are run by the Trust.

### Aims and entitlements

CPD is the means by which the Trust is able to motivate and develop its community whilst improving pupil outcomes. It does so at variety of levels - individual, team, whole school, Trust and through wider networks with an emphasis on collaborative learning.

We believe that a coherent and progressive opportunity to develop professionally and personally both improves standards and raises morale through personal and professional fulfilment and assists recruitment and retention. CPD is co-ordinated by the CEO and Headteacher who will be assisted by the senior leadership team and other senior staff in taking forward this policy.

All those involved in the Trust community shall have an entitlement to equality of access to high-quality induction and continuing support and development, in line with our Equality Scheme.

The central features of our CPD policy incorporates:

- effective auditing
- identification of need and aspiration
- ensuring appropriate match of provision to learning needs of the school and the individual
- reliable and explicit evaluation of the impact of provision
- effective dissemination of good and successful practice to ensure that such practice is embedded and reinforced

We use a range of types of provision and providers adopting “best value” principles in meeting the specific needs of the Trust and school.

The Trust and school’s CPD provision is closely linked to our Trust Appraisal Policy and will allow staff to develop skills and competencies progressively allowing them to build on and reinforce skills and gain expertise.

The Trust and school will support professional recognition including accreditation of the CPD undertaken.

### Identifying CPD Needs

The Trust and senior leadership team will be responsible for identifying the school’s CPD needs and those of the school community. Such needs will be identified largely through existing 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.

Through the Headteacher's Report, the School Committee is kept informed of the CPD that has taken place and its impact. The Headteacher is responsible for discussing with the School Committee the likely financial implications of addressing these needs.

Requests for accessing CPD should be addressed by the senior leadership team who will decide upon the most effective course of action.

The senior leadership team will be responsible for ensuring that appropriate opportunities are provided for the whole school community.

The senior leadership team will be responsible for ensuring that providers are of sufficient quality.

The school has systems and opportunities for staff to discuss and feedback to the senior leadership team staff CPD requirements.

### **Organisation**

- Annual Trust priorities and The Trust Business plan are written by the CEO in consultation with Director of School Improvement, Finance Director & school Headteachers. These are then approved by Directors.
- The Trust priorities feed into School Improvement Plans.
- All CPD is in line with Trust and school improvement priorities and costed as such.
- All staff must seek approval from their Line Manager to attend any CPD, this includes free CPD.
- All CPD is to be logged on the school CPD log on Arbor.

### **Leadership CPD annual conversations**

The Director of School Improvement will meet with each school headteacher annually to discuss CPD needs. All staff will be discussed, to ensure everyone has access to the correct CPD for their individual needs and the needs of the organisation.

### **Trust Leadership Programme**

The Three Saints Trust has developed and written its own Leadership Programme which included mentoring, face to face training and 360 degree audit. Future leaders will be identified by the Head teacher and CEO to be invited to take part in the programme each year.

### **National Professional Qualifications (NPQ's)**

All staff wishing to access NPQ's must consult their Headteacher and fill in the agreed form to apply for this course. Headteachers have the final decision on who can access NPQ's.

### **School INSET Days**

All INSET days are agreed as part of a discussion between CEO & HT's. Some INSET days are used for Trust training and some are the discretion of the HT. INSET days link to the Trust and Schools improvement priorities and are reviewed annually.