



## Continued Professional Development Policy

### 1. Principles, Values and Entitlements

- a. 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.
- b. The Trust has an expectation that all members of the learning community will take an active role in their own professional development.
- c. The Trust believes that all members of staff have a responsibility to support the professional development of colleagues.
- d. Professional development will be co-ordinated by Academy Heads/Line Manager; 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.
- e. The Consortium Trust provides a co-ordinated response through the Teaching Learning and Assessment Panel that supports and maintains the Continued Professional Development Programmed under the direction of the CEO/Principal.
- f. All members of the Consortium Trust 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.



- 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 Academy Heads 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 relevant Director responsible annually for discussing with the Academy Head, Line Managers and Trust Board the main training and development priorities and the budgetary implications of addressing these needs at school level.
- c. The relevant Director 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 meetings and be included as part of the CEO’s/Academy Head’s annual report. The relevant Director will attend appropriate Board meetings and report annually on the provision and impact of training and development.
- e. The CPD Assistant will facilitate access to a range of professional development opportunities and be responsible for communicating opportunities to appropriate staff.
- f. The CPD Assistant will be responsible for ensuring that appropriate opportunities are provided for the following groups of The Consortium Trust community as appropriate:
  - 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 Trust Board 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
  - Central finance; HR & administration team
- g. All Trust employees will have systems and opportunities to provide feedback regarding priorities and approaches to Trust development to the CPD Assistant.
- h. The CPD Assistant 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:
- 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/setting 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 Trust Board);
  - 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);
  - 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 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 their Academy Head 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 providing a 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 will be responsible for ensuring whether any follow up is needed to the provider, eg feedback, issues of access.
- o. Governance CPD at all levels including record keeping is the responsibility of the governance professional.
- p. Schools/settings are responsible for record keeping following CPD provision on Statutory PD Days and ensuring staff are compliant. The CPD Assistant will be responsible for the record keeping of the Central Team.
- q. The CPD Assistant 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 as appropriate.
- r. The CPD Assistant will be responsible for assessing the value for money of training and development through seeking to monitor and evaluate impact. The CPD Assistant 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:
- 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;



- s. 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
- t. The CPD Assistant will provide an annual report to the Trust Board on the impact of the training and development undertaken including the identification of future needs.

#### 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 will be created to indemnify the Trust against losses due to the staff member leaving prematurely based on the following criteria:
- Is the course part of the PPDR recommendations?
  - What is the proposed length of the course?
  - Will the Trust be required to provide support in other ways?
  - What is the actual cost of the course?
- 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:
- Course value up to £500: 12 months pro rata payback
  - Course value over £500 but less than £1000 24 months pro rata payback
  - Course value over £1000 but less than £3000: 36 month pro rata payback
  - Course value £3000 and above: 48 month pro rata payback
- c. It is assumed that, where possible, any study time will be undertaken as part of the normal working hours. This should be managed, if necessary, via timetable alterations unless in exceptional circumstances where a request for additional paid hours must be made in writing to the Line Manager. In this instance the following criteria will be considered:
- What is the FTE of employee?
  - Approximately how many hours per week of study?
  - Can the study time be undertaken during the normal working week?
  - Could alterations to the working day be appropriate?



## Appendix 1 Training letter financial agreement

NAME  
ADDRESS  
ADDRESS  
ADDRESS  
POSTCODE

9<sup>th</sup> February 2021

Dear XXXXX

### Request for support to undertake a XXXX training course

As you are aware The Consortium Trust is very keen to support all staff wherever possible with their continued professional development and I am writing to advise you that the Director of Primary Education has approved in principle the booking of Level 4 certificate NCC home learning HLTA.

I would be grateful if you can you please confirm in writing that you are willing to agree to the terms and conditions outlined in this letter and on acceptance of the agreement the course will be confirmed. This will be appended to your personnel file and will become part of your contract of employment.

I look forward to hearing from you.

Good luck with your studies.

Mrs Liz Frere-Smith  
HR Manager



**Terms and conditions statement: [Amend as Necessary]**

**NAME Level 4 XXXX training DATE 2022**

<b>Trust Financial Commitment</b>	<ul style="list-style-type: none"> <li>The Trust will secure a place for you on the Level 4 Certificate NCC home learning XXX training course.</li> <li>The Trust agrees to fund the tuition fees of £XXX.00 for you to access the course.</li> </ul>
<b>Trust Support Commitment</b>	<ul style="list-style-type: none"> <li>The Trust expects you to complete the requirements of the course to your best ability and will provide you with the required work placement/s.</li> <li>The Trust will ensure that you receive appropriate mentoring support.</li> <li>The Trust will wherever possible and when it doesn't affect the operational running of the school grant occasional days release for particular course related events. (These must be requested in advance and agreed by the Academy Head)</li> <li>If you are subject to capability procedures at any point the school reserves the right to withdraw this offer.</li> </ul>
<b>Employee Financial Commitment</b>	<ul style="list-style-type: none"> <li>You agree that you will not leave the Trust employment for the duration of the course and for up to 4 years after the course. You will repay the course fees as follows Course value up to £500 12 months pro rata payback Course value over £500 and up to £1000 24 months pro rata payback Course value over £1000 and up to £3000 36 months pro rata payback Course value £3000 or above 48 months pro rata payback</li> <li>The Trust may not be able to offer you a XXX post at the point of completion but would consider you for any opportunities that may arise.</li> <li>You agree that if you fail to complete the course that the Trust has the right to reclaim the tuition fees for you to attend this course.</li> </ul>
<b>Employee Attendance Commitment</b>	<ul style="list-style-type: none"> <li>The Trust will require evidence to show progression on the course, this will need to be presented to the Academy Head at least termly.</li> <li>You will maintain a good attendance record both on your course and at school.</li> <li>The Trust will expect whenever possible for you to complete your studies within your own time. (Exceptional circumstances may be considered at the discretion of the Academy Head)</li> </ul>

Signed: \_\_\_\_\_ CEO/Director of Education/Academy Head

Signed: \_\_\_\_\_ Line Manager

Signed: \_\_\_\_\_ Employee





## 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
3	9/02/2021	Liz Frere-Smith	Updating agreement information and Central Trust references
4	7/9/2022	Laura Rogers	Updated to remove reference to HoS Education for All and updated Governance record keeping

### 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
Andrew Aalders-Dunthorne	Principal/CEO	Electronic signature	18/03/2021
Dawn Carman-Jones	On behalf of the Trust Board	Electronic signature	18/03/2021
Andrew Aalders-Dunthorne	Principal/CEO	Electronic signature	06/10/2022
Dawn Carman-Jones	On behalf of the Trust Board	Electronic signature	06/10/2022

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