



ST NINIAN'S HIGH SCHOOL

School Policy No 2

CPD

"CPD is the planned process whereby the effectiveness of staff, collectively and individually, is enhanced in response to new knowledge, new ideas and changing circumstances in order to improve, directly or indirectly, the quality of pupils' education."

RATIONALE

Our statement provides a framework for the preparation and implementation of a programme of CPD. Such a programme must start from an accurate identification of the training needs of teachers. This can be achieved by the use of questionnaires, self-evaluation including the PRD process, departmental audits, collegiate discussions and whole-school reviews. CPD encompasses a wide variety of activities - membership of working parties, visits to other classrooms/schools, school-based curriculum development which may take place at departmental meetings as well in-service days, and in-service outwith the school. These activities may take place within the working week or during teachers' additional 35 hours contractual commitment.

OBJECTIVES

1. To enhance the performance of all staff and therefore of the school as a whole.
2. To enhance staff motivation, job satisfaction and confidence.
3. To provide an additional mechanism for effective communication within the school.
4. To provide opportunities for overtaking school priorities and for meeting personal staff development needs.
5. To develop the potential of individual staff.
6. To recognise achievement.

METHODS OF ACHIEVING OBJECTIVES

There are three interacting processes involved in the management of Staff Development:

1. Identifying and prioritising needs.
 2. CPD Programme - design and implementation.
 3. Monitoring, Evaluating and Reporting.
1. All staff will be involved in the development and implementation of the school's plans. Staff will be asked to identify and prioritise their needs for their own subject and for their personal and professional development.
 2. There will be an annual planned programme for CPD to cater for the school's priorities and for the individual needs of staff. The school plan will be integrated with the education authority and national plans.

All CPD, including in-service days and attendance at in-service courses within and outwith the school, will be managed, co-ordinated and monitored by the Continuing Professional Development Co-ordinator.



ARRANGEMENTS

Plans for in-service days will usually be published at least a term in advance and detailed programmes will be issued two weeks in advance.

Most courses/meetings outwith the school will be included in the CPD Programme which will follow on from identification of needs and consultation with staff about the content of courses. Courses organised by EQDS can be browsed on-line by staff and forwarded to the CPD Co-ordinator for approval.

Permission to attend any other courses/meetings or visits outwith the school should be sought from the Head Teacher.

Arrangements for meetings of groups, eg Development teams, will be made by the Chair of the group.

As soon as attendance at a course/meeting has been agreed the teacher should pass the information to DHT responsible for cover to enter on SEEMIS. Staff should also inform their Principal Teacher.

It is the responsibility of the individual member of staff to notify the DHT of any change in the arrangements.

After attendance at any course/meeting either within or outwith the school an evaluation sheet should be completed and retained in the individual's CPD record.

MONITORING AND EVALUATING

The collation of evaluation forms will provide a means of monitoring involvement in staff development and will give a record of attendance at in-service courses. At the same time staff will be involved in the evaluation of school and authority provision.

Principal Teachers will be asked to monitor and evaluate the effectiveness of subject related staff development. Each teacher is responsible for maintaining an annual CPD record.

Annual Evaluation in May

Updated July 2025