

## **Continuing Professional Development & Professional Review**

The principles behind CPD arrangements are those enshrined in the McCrone Agreement for the implementation of the 35 hour week and agreed annually by staff in consultation with the School Remaining Time Agreement Group. These details are attached.

Important Publications in this regard are:

- Developing Staff: The Continuing Professional Development Co-ordinators Handbook
- Professional Development Folio
- Professional Development Framework for Educational Leaders in Promoted Posts
- Professional Review and Development Guidelines for Teaching Staff
- Various guidance documents produced by the Scottish Executive on CPD

Our capacity to improve as a school and enhance the quality of pupils' education is dependent upon the quality of learning and teaching in the classroom which in turn is dependent upon the commitment and efforts of staff. We must therefore support each other in our own learning so that we continue to be as well-trained and motivated as possible. The personal and professional fulfilment that we can gain from this process is also crucial to us as individuals and in our careers.

### **Key Principles**

- The values of care and excellence which we apply to the education we provide for pupils should also apply to our own professional development. This means setting high expectations for us too.
- All teachers have a personal and contractual responsibility to engage in continuing professional development and engage in an annual professional review.
- All staff are entitled to access a programme of professional development appropriate to their needs
- The Co-ordinator of Continuing Professional Development is responsible for ensuring that all staff have an annual professional review which identifies their professional development needs
- Professional development must be interpreted in its widest sense so that it includes not just 'going on courses' but also creating opportunities to share good practice and train each other. In this way we build our own capacity to improve and become more self-reliant.

The process underpinning all professional development for teachers is that of reflection and self-evaluation. Our policy and procedures for CPD and professional review should reflect this.

<b>Staff Personal Review &amp; Development Instructions for Staff</b>
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All staff should be reviewed by their Faculty Head or line manager. This will take place by the end of the summer session. Your Faculty Head will contact you with a date and time.

Review Process

The review process is detailed below All forms can be completed either manually or electronically and templates are attached below.

1. Date & Time of review meeting agreed.
2. Reviewee completes Personal Review booklet.
3. A copy of the completed booklet should be forwarded to reviewer 2 days in advance of review meeting.
4. During review meeting the Personal Review booklet is discussed and development objectives and activities are agreed. Both parties then sign the form. A copy of the Personal Review booklet should then be retained by both parties.
5. After the meeting the reviewee then completes the CPD Record Sheet detailing activities, dates and duration. The Impact/Outcomes column should be left blank.
6. Reviewer and reviewee agree activities and sign the form. A copy should then be retained by both parties and a copy passed to the CPD coordinator for filing.

The review process would then start again in the summer term with the addition that the reviewee would complete the CPD record sheet fully with Impact/Outcomes and these would be discussed at the annual review.

## CONTINUING PROFESSIONAL DEVELOPMENT AND REVIEW

### Continuing Professional Development Activities

Please note below some of the activities which can count as a CPD Activity:

#### **Experiences**

Personal and professional development activities are not just 'courses'. You should also seek and record other opportunities to develop such as:

- Departmental/stage meetings
- Class exchanges
- Rotation of responsibility
- Workshops
- Paired activities
- Visits to other schools
- Secondments or exchanges
- Professional reading
- Publications
- Mentoring/supporting colleagues
- Mutual lesson observation and analysis
- Learning support coordinators' meetings
- Short courses at education authority centres and colleges
- Short courses run by members of the school staff
- Work relating to staff development and review
- Contributing to the work through course planning, selection or as an external speaker
- Cross-curricular meetings
- Induction courses
- Curriculum specific meetings
- Cooperative teaching
- Whole staff conferences
- Management courses
- Teacher placements
- Extra-curricular activities
- Action research projects
- Supporting probationers
- Membership of policy/development groups
- Award bearing courses at colleges/universities

**These should however provide an impact or outcome on your development such as an increase in knowledge, change in attitude or increase in skills.**

CONTINUING PROFESSIONAL DEVELOPMENT AND REVIEW

<b>CPD Record Sheet</b>
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"An additional contractual 35 hours of CPD per annum will be introduced as a maximum for all teachers, which shall consist of an appropriate balance of personal professional development, small scale school based activity, attendance at nationally accredited courses or other CPD activities. As part of this professional commitment teachers will have a CPD plan that is agreed annually with their line manager based on assessment of individual need. Teachers are also required to maintain an individual CPD record for professional purposes."

*A Teaching Profession for the 21<sup>st</sup> Century:  
Annex D*

<b>Name:</b>	<b>School: Craigmount High School</b>
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Agreed Development Objective	Agreed Development Activity	Date of Activity	Duration of activity	Outcome of Activity

Development objectives and activities agreed by:

Reviewer: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewee: \_\_\_\_\_

Date: \_\_\_\_\_

CONTINUING PROFESSIONAL DEVELOPMENT AND REVIEW

**Personal Review Booklet**

“Staff Development 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 pupil education” (NCITT)

At Craigmount High School we intend to match, as far as possible, identified needs with appropriate staff development. The annual Personal Review & Development process will allow staff, in conjunction with their Faculty Head, to set targets for themselves and identify the training needs required if these targets are to be met successfully.

Name:

School: **CRAIGMOUNT HIGH SCHOOL**

1. What areas of your work have given you the greatest satisfaction this session?

2. Which of this session’s Personal and Professional Development targets do you feel you have achieved?

3. (a) Which targets, if any, were you unable or only partially able to achieve?

(b) What additional support could have been given to allow you to meet these targets?

## CONTINUING PROFESSIONAL DEVELOPMENT AND REVIEW

4. What key department, whole school targets developments will you be involved in next session?

5. What have you identified as your key targets for personal Continuing Professional Development?

6. What Staff Development Opportunities/Training do you feel would help you meet these targets?

Notes / further comments.

Reviewer: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewee: \_\_\_\_\_

Date: \_\_\_\_\_

**CONTINUING PROFESSIONAL DEVELOPMENT AND REVIEW**

**RECORD OF PROFESSIONAL DEVELOPMENT  
SESSION 2011/2012**

**NAME:**

Date of Activity	Activity linked to PR target	Duration		Impact / Outcomes
		Additional	Non-Additional	
	<b>TOTAL</b>			

**Craigmount High School - CPD Plan Session:**

"An additional contractual 35 hours of CPD per annum will be introduced as a maximum for all teachers, which shall consist of an appropriate balance of personal professional development, small scale school based activity, attendance at nationally accredited courses or other CPD activities. As part of this professional commitment teachers will have a CPD plan that is agreed annually with their line manager based on assessment of individual need. Teachers are also required to maintain an individual CPD record for professional purposes."

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<b>Name:</b>	<b>School: CRAIGMOUNT HIGH SCHOOL</b>
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<b>Agreed Development Objective</b>	<b>Agreed Development Activity</b>	<b>Date of Activity</b>	<b>Duration of Activity</b>	<b>Impact/Outcomes</b>

Development objectives and activities agreed by:

Reviewer: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewee: \_\_\_\_\_

Date: \_\_\_\_\_