# CPD Plan 2017/18

This document provides an overview of the in-house training provided for staff this year. The CPD Plan springs from and supports the School Plan priorities which are:

1. Achievement and progress
2. Quality of teaching
3. Behaviour, attendance, safety, safeguarding and SMSC
4. Leadership and management
5. Finance and premises

## INSET Days

All whole day INSET days start at 8.30am.

Teaching and Learning Breakfasts take place in INSET day time on 5 mornings across the year.

All staff on contracts of 39 weeks or over attend INSET days; part-time teachers attend on a pro-rata basis. All staff attend the first INSET day of the academic year.

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| **INSET 1** | **Monday 4 September 2017** | Teambuilding and curriculum: A whole staff and departmental day |
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| **INSET 2** | **Tuesday 10 October 2017** | Assessment: A whole school and departmental day |
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| **INSET 3** | **Thursday 21 December 2017** | Curriculum and departmental planning\* |
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| **INSET 4** | **Wednesday 3 January 2018** | Curriculum and departmental planning\* |
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\* Please note that INSET 3 and INSET 4 are “in lieu” days and are to be delivered in twilight sessions. Thursday 21 December 2017 and Wednesday 3 January 2018 are therefore holiday days. For each of those two days, teaching staff are expected to complete five hours of departmental INSET in twilight sessions. Heads of Department are free to specify when the hours will be completed (twilight) and what the training will be on. So a Head of Department could for instance choose to split each INSET in two sessions of 1 hour 30 mins (4.00pm - 5.30pm) on 2 days after school, and a further 2 sessions of an hour each on other dates. These are in addition to departmental meetings recorded in the school calendar.

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## Teaching and Learning Breakfasts

All teaching staff attend these CPD sessions. They are the primary CPD provided by the school. Teaching and Learning Breakfasts and departmental development co-ordinate together in order to address teaching and learning in a coherent and effective way.

The school is continuing with the professional workshop model put in place last year. Volunteer ‘expert’ teachers, trained by the CPD leader, design, deliver and evaluate a series of practical workshops which focus on outstanding teaching and innovation. Practical activities and ‘bridge tasks’ ensure participants implement ideas and strategies in their own classrooms. The current TLB model allows small group discussions and classroom practice sharing to be more effective.

In July 2017, the school was awarded Gold Standard by the Institute of Education’s Professional Development Quality Mark panel. This prestigious award, given to a handful of schools in London, acknowledges the quality of our CPD and Performance Management practices.

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| **TLB Dates** |
| Thursday 28 September 2017 |
| Monday 13 November 2017 |
| Tuesday 23 January 2018 |
| Wednesday 7 March 2018 |
| Friday 29 June 2018 |

## Behaviour for Learning departmental training

The aim of this three-part training course is to explore key concepts, share tips, observe good practice and implement effective BfL strategies within our classrooms. We piloted this scheme with the Science department last year but we are keen to roll this training out to all curriculum areas in the next two years. Please see the CPD Co-ordinator for further detail.

## Peer Coaching

The peer coaching programme in 2017 – 2018 has been designed for all teachers in their second, third and fourth years of teaching. It will use peer coaching techniques to explore, consolidate and extend outstanding teaching strategies. There will also be the opportunity to discuss leadership characteristics and a bespoke training programme will support those colleagues looking to take on further responsibilities in the near future.

## Teaching and Learning with Firefly (Virtual Learning Environment)

Firefly has a lot to offer as a tool to support and enhance Teaching & Learning in the classroom. Adding polls and news feeds, keeping a mark book, promoting pupil-led learning, flipping lesson content, collecting tasks, releasing feedback and assessing homework are amongst the many features supported by our learning platform. This voluntaryworking party aims to gather ideas, explore functionality, set up tutorials and plan for departmental dissemination.

## Middle Leader Programme

All new post holders are encouraged to participate in the School Improvement Service Middle Leader Programme which takes place at Enfield County (Upper School). This is a series of 5 twilight sessions, each lasting 1 hour 15 minutes, which sets out to explore the opportunities and challenges of leading in schools.

The aims of the sessions are to explore:

* middle leaders’ role in leading learning including monitoring and accountability
* managing people and the team including managing challenging conversations
* understanding and using data to improve learning outcomes
* managing change and challenge including effective communication and prioritising

The dates for Autumn Term are given below but this cross phase course is run every term.

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| 27 September 2017 | Roles and responsibilities |
| 4 October 2017 | Closing the gap |
| 18 October 2017 | Leading teaching and learning |
| 8 November 2017 | Leadership styles and managing people |
| 15 November 2017 | Managing change |

## Induction Programme

All new staff (i.e. teaching and support, NQT and experienced) attend the first induction session which covers Health and Safety, Evacuation Procedures, Child Protection and the Enfield County Code of Conduct and Professional Behaviour. All new staff also have a three month and sixth month touch base meeting with their Line Manager and the Headteacher. This meeting is an opportunity to confirm you have settled in to the school and your role and is also an opportunity to ensure that we are providing the necessary support during the first few months of your employment with us. The six-month meeting is to ensure we are doing everything possible to maximise performance/contribution and success in the role going forward. It is also an opportunity to ensure we are providing the appropriate support (from both line manager and department) plus any training requirements.

Further induction meetings cover the topics listed below. These meetings are part of the NQT Induction Programme; however, colleagues who would like to refresh and review their understanding of any of the topics are most welcome to attend. Meetings start at 3.40pm (unless otherwise stated). Please see our Induction Mentors for the dates of meetings.

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| Tuesday, 5 September 2017, 3.30pm | Health and safety and evacuation procedures |
| Thursday, 7 September 2017 | Enfield County Codes of Conduct, including Child Protection, Behaviour Management, Assessment, Talking to Parents, School Visits, Next Steps |

## CPD Budget

The school’s training budget is allocated according to the following priorities:

* Immediate targets following on-going review
* School Plan
* Departmental Plan
* PDI objectives

## Performance Management

Reviews of performance and Professional Development Interviews are usually completed between teachers and their line managers. For the Performance Management cycle 2017 – 2018 all teachers are asked to identify at least one learning or teaching target from the professional development programme. For example, teachers may wish to specify one of the TLB workshop areas or their participation in LiLac programme.

In the Performance Management cycle 2018 – 2019 teachers will then be able to give evidence of the impact on their teaching.