Continuing Professional Development (CPD) Policy

Introduction

Instill Education is a Company which puts challenging and focused learning at its core. Our vision statement, "Open World, Open Mind", applies equally to staff as well as students. Instill Education believes that all staff should be involved in a continuing reflective process of personal learning and development.

Principles of CPD

Instill Education believes that all staff should be encouraged to develop their knowledge, skills, understanding and attitudes to enhance their professional work, regardless of any protected characteristic, perceived, actual or by association, namely age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

The Company has effective measures in place to audit the professional and personal needs of staff via the induction and appraisal system, observation and feedback.

Who is responsible for CPD?

Individual staff are jointly responsible with their line manager, for their own professional development. Staff should raise any CPD needs, interests or ideas with their line manager. Line Managers should consider their overall team development needs as well as individual needs within that team.

Training and development needs, plans and follow-up forms part of each staff member's induction and appraisal to be assessed at the start of their employment, on completion of probation and thereafter annually at appraisal or sooner as required.

The focus for teachers is on developing knowledge and skills in order to improve standards and the quality of teaching and learning. Schools ensure that mechanisms are in place to disseminate best practice that supports and improves teaching and learning.

All staff have a responsibility to participate in any targeted training suggested to them by their line manager in order to promote best practice within the Company.

Appraisal

You will be invited to participate in a formal appraisal at least once a year. The purpose of the appraisal is to give you and your manager an opportunity to discuss your performance and

progress, agree objectives and to consider any development needs that you may have to enhance your performance.

Continual assessment of your performance is intended to enable the Company to identify the level and type of work that you will be capable of doing in the future and how you can best develop your own career and maximise your contribution to the company.

Appraisal provides an open and two-way discussion about your role and development in a relaxed environment free from interruptions. The process involves self-evaluation and reflection on the issues that affect you in the performance of your work. There are strict rules about confidentiality and at the end of the meeting your manager will complete an appraisal form which will summarise your discussions and set out your objectives.

Planning for CPD

Each school or department's arrangements for CPD need to balance the judicious use of resources with the range of aspirations and interests of staff. The following criteria are used to inform the decision making process to achieve such a balance. CPD opportunities will be rated more highly when they:

- help the school to meet identified professional requirements;

- help raise standards of student achievement;

- are based on best practice or current research and inspection evidence;

- are provided by those with the necessary experience, expertise and skills;

- respect equality and diversity;

- are provided in accommodation which is fit for purpose with appropriate equipment;

- provide value for money;

- have effective monitoring and evaluation systems in place to inform the quality of provision.

What constitutes CPD?

The Company supports a range of CPD opportunities, to cater for different learning styles. These CPD approaches may include:

External CPD

- Individual development through attendance on an external training course or conference, such as a Teaching Qualification, Health and Safety Training or Management Training which results in a formal qualification. The course could be delivered face-to-face or remotely, such as via correspondence or online;

- Team/department-based approaches given in the school through an external consultant, adviser or relevant expert such as safeguarding or child protection professional or Health and Safety Company (for example, St John Ambulance).

Company-Wide CPD

- Attendance at a Company training event such as a Company Induction Day, Regional Training Day, Academic Leadership Conference or Safeguarding Conference;

- Using expertise available within the Company e.g. the Company CPD Programmes or targeted training with experienced colleagues;

- Secondments, e.g. to another group school at a national or international level, involvement with the governing body of ones own school or another group school;

- Job enrichment/enlargement, e.g. a higher level of responsibility; temporarily stepping up into a higher role.

Informal/Local CPD

- Informal peer to peer teaching, group teaching, coaching/mentoring, sharing existing expertise, classroom observation and feedback;

- Visiting another school in the group to observe or participate in good and successful practice;

- Shadowing or formally observing experienced colleagues at work;

- Practical experience, e.g. national test or exam marking experience, opportunities to present a conference or seminar paper, contribute to a training programme, co-ordinate or support a learning forum or network, become involved in company networks;

- Producing documentation or resources such as teaching or assessment materials, school policy or procedure;

- Creating an improved learning environment within the school/department.

Career development

The Company encourages the development of its employees and welcomes applications from staff who seek further career opportunities within the Company.

Where positions become vacant they are normally advertised in the appropriate media and on Eloise on the TC777 screen. Existing employees are encouraged to apply for any suitable vacancies. The Company's standard recruitment policy will apply with regard to selecting the best candidate for the position.

How do we manage information about CPD?

Managing CPD information consists of the following as a minimum:

- Helping to identify CPD needs through mechanisms such as: school self-evaluation, analysis of appraisal targets, School or Company priorities, internal/external monitoring, informal/formal discussions with individuals and teams and exit interview information;

- Promoting CPD as a central element of performance management and improvement;

- Providing details on the range of CPD opportunities and disseminating information to the appropriate staff;

- Regularly and accurately updating records of the training undertaken by staff;

- Providing a central point for disseminating information following professional development training;

- Feeding back to the Senior Management Team or HR about CPD.

External CPD and Company-Wide CPD

HR will be responsible for managing records of External and Company-Wide CPD for schools and staff. Individual staff members should ensure that HR have been made aware of all such training.

Informal/Local CPD

School Leads will be responsible for collating, updating their own school and staff information about Informal/Local methods of CPD.

Assessing the Impact of CPD

School Leads will feed back to Senior Managers or HR who will collate information to report to the Board of Directors at least annually on the benefits of CPD undertaken, especially as it relates to:

- Formal student and school attainment;

- Increased student understanding and enthusiasm;

- Increased staff ability, motivation and confidence;

- Increased evidence of staff adherence to company core values;

- Recruitment, retention and career progression of staff;

- Adding value to the Company.

Policy review

This Instill Education Continuing Professional Development (CPD) Policy and other specific policies in use throughout the organisation are reviewed each year and revised as and when necessary.

This policy was last reviewed in April 2022.
Next review in April 2023.