



Rationale

Ravenswood School is a successful and improving school which supports all staff through a culture of continuous professional development (CPD). Our business is learning – for pupils, staff and Governors.

Through CPD we aim to increase the effectiveness of all staff and governors both as individuals and as team members.

CPD at Ravenswood has as its central focus the safeguarding of children and the raising of pupils' achievements through improving the quality of teaching and learning and other school provision.

Purposes

Our Continuing Professional Development processes:

- Increase the effectiveness of teaching, learning and assessment in order to improve the educational experience of pupils and raise achievements in the context of changing educational needs.
- Develop the overall effectiveness of the school in meeting the needs of pupils, families, staff, governors and the wider community.
- Address the professional development of individual members of staff to meet the individual, team and school targets and new initiatives.
- Create a supportive learning culture which encourages all staff to see their own learning as a lifelong process;
- Provide staff with well-focused and high-quality feedback on their work;
- Promote professional self-confidence, by maintaining and enhancing staff competence in designated roles, motivation and job satisfaction; within the school or outside it.
- Provide opportunities for staff to contribute to the development of school improvement priorities;
- Build trust and collaboration between staff across the school;
- Ensure that all staff understand that high quality work is valued and recognised as the school's most important asset.



Guidelines

All CPD activities are planned in the context of the school's values and School Improvement Plan. Resources are prioritised to achieve school targets.

Financial and other resources for staff development are allocated annually and apportioned in accordance with school priorities for strategic development, CPD needs and succession planning.

CPD needs are identified in the context of the school's School Improvement Plan and National Standards of competence, through regular performance reviews for all staff. Performance Reviews are structured for individuals to suggest and plan their own learning and objectives for performance.

What CPD activities does the school plan and support?

CPD is provided through a wide range of activities including: internal and external courses, shadowing and observation, on-line learning, task groups, job exchange, peer observations, coaching and mentoring. Every experience can become a learning opportunity.

All Staff complete:

- Induction programme relevant to the employees' job roles and responsibilities (see appendix).
- Specific support is provided for staff who change roles or jobs within the school.
- On-line safeguarding training (including e-safety and prevent duty training) – with follow up assessment.
- Training related to the School Improvement Plan – 6 training days a year.
- Fire Risk
- GDPR

All classroom-based staff have training/guidance:

- Restrictive physical intervention – one day accredited course – assessed by the providers, every year
- Medical training- covering managing medications, epilepsy awareness, anaphylaxis awareness and asthma awareness
- Teaching Strategies: Handwriting Policy, S+WORD, Interesting Sentences, High Quality Marking, Teaching Phonics, Calculations Policy, Makaton, Attention Autism, PECs etc.
- Communicating with families via Seesaw

Designated staff complete training to meet Health and Safety requirements:

- Training for designated persons for Child Protection
- Training for designated person for Looked After Children
- First Aid at Work – 5 day – updated every 3 years – 1 person
- Paediatric First Aid – 3 day – updated every 3 years – 3 persons
- First Aid Appointed Person majority of LSAs / TAs- complete online.
- Mini-bus drivers –NSC training – 1 day – 10 current drivers
- Tail Lift – 6 currently trained
- Food Hygiene – LSAs and TAs to complete on-line.



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- Asbestos Training – HT and Caretaker
- Manual Handling – Caretaker and staff working with wheelchair users
- Safer Recruitment Training – School Leaders and Governors
- Education Visits Co-ordinator – Lead training
- Work experience, Risk assessment – WEX Co-ordinator

Knowledge

Skills Training:

- SIMs Updates – Admin team
- Parent Mail – Admin team
- Parent Pay- Admin team
- Delivery of exam courses
- GDPR- Data Protection Officer

Governors Access:

School training days, if they wish to attend

- Governors' induction programme offered by NSSE
- NGA national and regional annual conferences
- In-house training on identified issues.
- EduCare training modules e.g. Safeguarding, Safer Recruitment, Prevent Duty
- DfE Prevent Duty training module

Career Development:

- Staff are supported (financially and with time) to seek assessment and accreditation for experience and prior learning through courses and other qualifications. Direct support (financially and with time) is only provided by the school, where the course is directly related to the national agenda for school improvement e.g. NPQH, NPQML. Throughout and at the end of training, it is expected that staff will report on their new learning and lead school improvement projects / new initiatives to apply their new learning to the benefit of the school,
- PMIs – requests for extra training will be considered as a result of recommendation from PMI.

CPD Records

Individual and school based records of CPD activities are kept to ensure continuity and progression in the development of professional skills, and equality of opportunity in development activities. They are used to support a teacher's work application for Threshold Status. Staff are responsible for keeping their own records to inform their development needs and support their personal career progression. They may request (via the Headteacher) a copy of their CPD records.

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Evaluating the impact of CPD

All CPD opportunities have a cost to the school. It is important that the school benefits from these activities. Following any CPD it is expected that the members of staff apply the training / learning in their own work and are able to support others in this way.

CPD records are used to help evaluate the impact of CPD opportunities, both in terms of immediate feedback and the impact CPD has on changing practice and as a consequence on provision for pupils and standards achieved.

History of document

Issue No.	Author/Owner	Date Reviewed	Approved by Governors on	Comments
1.	Leadership Team	November 2011		Need to secure Best Value within the context of school budgets cuts.
2.	Leadership Team	November 2014	27/11/2014	
3.	Leadership Team	November 2015	25/11/2015	
4.	Leadership Team	November 2016	23/11/2016	
5.	Leadership Team	November 2017	23/11/2017	Updated training for governors' options
6.	Leadership Team	November 2018	28/11/2018	Training for staff updated
7.	Leadership Team	November 2019	27/11/2019	
8.	Leadership Team	November 2022	14/12/2022	
9.	Leadership Team	February 2025	12/03/2025	Minor amendments to wording