



**LEADERS PRIVATE SCHOOL  
SHARJAH**

**CONTINUOUS PROFESSIONAL  
DEVELOPMENT POLICY**





## LEADERS PRIVATE SCHOOL, SHARJAH

### CONTINUOUS PROFESSIONAL DEVELOPMENT POLICY

Continuous Professional Development (CPD) is defined as any learning activity for the staff which helps to maintain or increase knowledge and skills - for the purpose of maintaining a high standard of professional practice.

#### RATIONALE FOR UNDERTAKING CPD

It is essential that all staff members continue to develop the knowledge and skills relevant to their role.

#### AIMS OF CPD POLICY

CPD is an integral part of the process of adapting to change at Leaders Private School. Hence, to make it as efficient and effective as possible, the CPD Policy aims to be:

- Relevant to staff members' professional roles
- Flexible enough to cater for individual circumstances
- Simple to manage.

#### CPD PRINCIPLES

- All stakeholders (teaching, administrative, and support staff) contribute to improved learning outcomes; so they have equal access to high-quality induction and continuing professional development.
- Sharing good and successful practice that improves teaching and learning.
- CPD is both a professional expectation and an individual responsibility, with the understanding that staff will take a structured and self-managed approach to further learning by:
- Actively engaging in CPD and maintaining a record of their CPD
- Applying learning from CPD into their professional practice

#### STRATEGIC PROCESS:

CPD planning is inextricably linked with the school's improvement plan, and is based on a range of information:

- The needs of the school as identified through its self-evaluation framework (SEF).
- Issues identified through inspections or reviews
- CBSE, UAE and SPEA priorities.
- Learning Walk and Lesson Observation data analysis.

#### LEADERSHIP AND MANAGEMENT OF CPD:

At Leaders Private School, the Principal is the CPD Leader. To maximize impact of CPD across the whole school, SLT will support her role and ensure the following-

- The Principal and SLT are identifying the school's CPD need and those of staff working within it
- There will be robust, transparent arrangements for accessing CPD- These will be communicated to all staff through mails well in advance.

#### PLANNING FOR EFFECTIVE CPD

CPD is planned to balance school resources with the aspirations of staff. CPD address the following criteria:

- School, CBSE and SPEA priorities.
- Best practices – in teaching and learning.

- Raise the quality of student outcomes – whether it be academic or wider school indicators.
- Facilitated by those with the necessary experience, expertise and skills.
- Based on current needs and inspection priorities.
- Effective use of resources, particularly ICT.
- Effective monitoring and evaluation - including teacher’s feedback and classroom observation impact.

### **The Range of CPD activities**

To meet the needs of staff and to maximise the impact on teaching and learning a range of formal and informal approaches to CPD are used at Leaders Private School. These could include several activities including, but not limited to:

- In-House Training By The Principal, SLT And Hods
- Online Learning - CBSE Training Videos, Onsite/ Online Training By SPEA /SEA Courses.
- Coaching and Mentoring – During The Subject Committee Meetings.

### **RECORDING AND DISSEMINATING CPD OUTCOMES**

Staff are encouraged to maintain an individual professional development portfolio and they are required to log all CPD undertaken for the academic year. The details given may include the date, time, location, and name of the facilitator conducting CPD. The school has developed its own templates on our portal, so it is expected that all staff will use “myCPD”. In addition to this, records of CPD meetings are also maintained by line managers as part of the appraisal process for all staff. Full details and sample templates are available in the PDF – see “myCPD”.

To ensure that there is equal access and involvement in CPD by all staff, the Principal will regularly update training to be undertaken by the whole school community.

### **EVALUATING THE IMPACT OF CPD**

An outcome-based approach to CPD focuses on whether staff are keen on building capacity rather than counting the number of hours spent in training. An annual review of the school CPD Plan considers the benefits to:

- Improve pupil outcomes – as well as school attainment or progress in academic areas
- more effective and embedded teaching and learning – using evidence from Learning Walk data
- Recruitment and retention of staff – it will consider staff stability, morale, and turnover
- Career progression for staff.

\*\*\*\*\*