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2024/2025

CPD and Learning

Policy

Building foundations and providing opportunities to create confident, aspirational, and independent members of our community.

Approved by Governing Body on:	7 November 2024
Signed by Chair of Governors:	<i>P. A. Evans</i>
Head Teacher:	O M Flowers
Lead Personnel:	A Gibson
Date of Review:	7 November 2026

1. Aims

At The Westminster School, we believe that the opportunity to develop professionally and personally both improves teaching and learning, as well as raises morale through personal and professional fulfilment which in turn assists recruitment and retention.

The purpose of continuing professional development and ongoing training is:

1. To improve the quality of teaching and learning.
2. To enable staff to meet their individual objectives as set out in their performance management objectives.
3. To facilitate the CPD of all staff.
4. To involve all staff in moving the school towards the objectives stated in the school development plan (SDP).
5. To provide a systematic approach to development for all staff.
6. To provide support and advice for staff.
7. To ensure all teaching staff can meet the teachers' standards.
8. To ensure that all school staff can meet the professional standards relevant to their role.

The School expects all staff to participate in Continuing Professional Development (CPD) activities. CPD opportunities are an entitlement for all staff - teaching, support staff and governors. All members of the school community will have opportunities through performance management reviews and other meetings with line managers to discuss their professional development needs.

All CPD opportunities will be prioritised and clearly link to the SDP.

The emphasis of our CPD will be to improve the quality of teaching and learning across the school. CPD planning will be linked and integrated with the SDP and will be based on a range of information:

- The needs of the school as identified through its self-evaluation;
- Issues identified through other monitoring, e.g. Ofsted;
- National and local priorities
- TLR monitoring
- Performance management
- Learning walks and lesson observations.

2. Key Roles and Responsibilities

- The Governing Board has overall responsibility for ensuring that the CPD Policy, as written, is not discriminatory based on protected characteristics outlined in the Equality Act 2010.
- The Head Teacher will be responsible for the day-to-day implementation and management of this policy.
- The Headteacher, SLT and TLRs are responsible for identifying the school's CPD needs and those of the staff working within it.
- Individual members of staff are responsible for identifying personal professional development needs in response to their own practice.
- CPD issues will be addressed at Governors Resources Meetings..

3. Provision of CPD and training

We are committed to disseminating good and successful practice that supports and improves teaching and learning. The school will participate in initiatives and projects which can be shown to

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have a positive impact on staff development, represents good value for money and can be accommodated within the constraints of the school.

The school will support members of staff who wish to gain relevant qualifications in line with the school staffing plan as resources allow. There is no commitment on the part of the school to part fund or fully fund CPD that does not benefit the school.

4. Planning for Effective CPD

CPD will be planned to balance use of resources with the aspirations and interests within staff. CPD opportunities should meet the following criteria:

- Meet identified individual, school or national development priorities
- Are based on good practice – in development activity and in teaching and learning
- Will improve teaching and learning within the school
- Respect cultural diversity
- Are provided by those with the necessary experience, expertise and skills
- Are based, where appropriate, on relevant standards
- Make effective use of resources
- Provide value for money
- Have effective monitoring and evaluation systems including seeking out and acting on user feedback to inform the quality of provision.

5. Types of CPD activity

In order to meet the needs of staff and to maximise the impact on teaching and learning within the school, a range of approaches to CPD will be used.

6. Assessing the impact of CPD

An annual review of CPD undertaken will be presented to Governors Resources Committee.

Staff members are expected to:

- evaluate individual CPD and training activities as they undertake them.
- maintain an appropriate professional development portfolio to discuss with their team leader at performance management reviews.
- disseminate relevant professional development to the school community.