



## **Continuing Professional Development Policy**

**Lead Person :** Deputy Head  
**Governing Body Committee :** Staff & Pay

It is the aim of the School to offer all Staff the opportunity to undertake continuing professional development, relevant to the School Development Plan, their Departmental Development Plan and their own personal professional development.

The criteria for accessing CPD will be in accordance with DfE and School priorities but will also take account of the needs of the individual seeking CPD support.

The areas to which funding will be targeted will be in line with those areas which are identified by DfE and School as being of major importance in the relevant financial year for which funding is provided.

It is recognised that professional development for any individual will be likely to lead to enhanced professional opportunities outside The Crypt School; this is seen as a proper consequence of structured CPD. This means that staff will be expected to seek management training where this is viewed as relevant to their future career.

Application forms for courses, which have been identified at School or department level as meeting the requirements of the School Development Plan, can be obtained from the CPD co-ordinator. Examples of the forms can be found at the end of this section. Initiating a CPD request that requires cover must be undertaken at least 2 weeks in advance of the date the cover is required. It is important that any papers associated with courses are copied to the CPD Co-ordinator for us within other areas where relevant. Feedback following CPD should form part of the next departmental or management group meeting and the department must make provision to review the impact of their training and development during the term/academic year during which CPD occurs. In cases of longer term planning, review should follow by a predetermined date.

Reports on the review of CPD for any given financial year should form part of Heads of Department report to the Head at the end / beginning of the academic year and the CPD coordinator will write an annual CPD report to Governors.

Records of Staff CPD will be kept by the CPD co-ordinator for staff reference to enable staff to update CVs and other documents that require evidence of professional development.

Reviewed by NCD / SLT – September 2011

Approved by Governors – October 2011

Review Date : October 2012