SCHOOL CONTINUOUS PROFESSIONAL DEVELOPMENT POLICY

Written by	HR	Reviewed by	Vice Principal	February, 2022
Approved by	Principal	Next Review		February, 2023

Introduction

At Emirates American School we value all our staff and see them as education's best resource and encourage their development. We recognize that Continuing Professional Development (CPD) promotes high morale, motivation, self-esteem and collaboration in the workforce. Emirates American School is committed to providing CPD to its entire staff at school, department and individual levels. The objective of school is to improve its standards, wellbeing of all staff, quality of teaching and learning and leadership and at all levels of school.

Aims and Objective

All staff will have opportunities through appraisal and other mechanisms to discuss and make requests regarding their professional development needs. At EAS all members of the learning community take an active role in their own professional development. All staff are expected to attend internal and external CPD sessions.

The aims of the continuous Professional Development can be described as below

- To recognize and respond to the needs of the school as a learning community.
- To improve the quality of learning and teaching for all students.
- To respond to the whole school Improvement Plan, DSIB inspection recommendations, National Agenda, the needs of the school as identified through its self-evaluation.
- To build a professional learning community.
- To enable staff to have access to opportunities for professional and career development.
- To promote and develop effective succession planning for all aspects of school staffing

Identification of CPD Priorities

The planning for CPD will start with the objectives that emerge from the performance management and whole school self-evaluation and development processes as well as initiatives instructed by SPEA.

All CPDs that are planned should fulfil some of the following criteria in order to ensure its effectiveness.

1. Meet department or school development priorities, through lesson observation reports and professional development plan for each identified individual.
2. To share best practices in teaching and learning and practices which are required to achieve school priorities mentioned in school Improvement and.
3. Help raise standards of students' achievements.
4. Be provided by those with the necessary experience, expertise, and skills.
5. Be based on current research and inspection evidence.

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6. Should have a direct relationship with effective learning and teaching.
7. Should use school-based expertise linked to school-based activity.
8. Should use external expertise linked to school-based activity.
9. Involve observation and feedback.
10. Include peer support.
11. Provide scope for the participants to identify the focus of their own development.
12. Enable staff to be reflective on their contribution to student's learning and development.
13. Provide opportunities to work with other colleagues and share practice.
14. Include opportunities to receive regular and structured feedback.
15. Apply processes for sustaining CPD overtime to embed learning in classroom practice.
16. Include opportunities for independent self-study.
17. Develop competences linked to job requirements and CPD credit hours requirements.
18. Respect cultural diversity.
19. Identifying wider staff development needs through Department Action Plans written by respective Heads of Department;
20. Identifying staff needs through Appraisal process conducted formally and informally, through surveys etc.
21. Monitoring progress;
22. Assessing impact and evaluation by line managers and SLT.

Credit Hour Requirements

As a part of professional development, Sharjah Private Education Authority has made it mandatory for school staff to complete the credit hour criteria each academic year. School will provide timely updates to staff about the credit hour requirement each academic year and will ensure that all staff meet the necessary criteria.

Internal CPD attendance of all staff is maintained by the HR department. Staff will be held accountable in case of not attending the school CPDs.
External CPD record of all staff is collected by HR department through online form which is available for staff to fill up as and when they attend any PD sessions out of school.

Provision and Responsibility

At Emirates American School, CPD Provision is a commitment to staff development that balances school and individual priorities. Improving standards and the quality of teaching and learning will be the main focus for CPD planning and provision. However, professional development needs that individual staff members have identified also need to be considered. The ultimate aim is the improvement in the practice of individuals and teams in order to raise standards in teaching and learning. This will be facilitated by creating learning communities in which supportive and collaborative cultures directly extend the capacity for continuous self-improvement.

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At EAS the Professional development is categorized into two categories:

1. **External CPD**: The external CPD programs may include (not limited to) professional development through training, further study, the Local Authority, Further Education institutions, subject associations and private providers, through inter-school and virtual networks.

2. **Internal or within school CPD**: At EAS we follow teacher led CPD program which optimize the active involvement of teachers and staff, the priorities of internal CPD may include (not limited to) induction, coaching and mentoring, lesson observation and feedback, observation and sharing of good practice, collaborative planning and teaching, shadowing, peer observations, whole school development events attendance at courses, visits to other schools and distance learning etc.

Role of Leadership

School adapts various methods to analyze specific staff development needs. Staff development includes - team building, exchange of ideas and advice on teaching and learning, moderation of student work, discussion on behavior management and pastoral issues, subject coordinator input, collaborative planning, department development, student level progress etc.

The CPD Coordinator discusses with the Principal and SLT the main CPD priorities and the likely budgetary implications of addressing these needs.
They will advise on issues such as the benefits of service agreements with appropriate providers.
CPD priorities are addressed at governing body meetings and be included as part of the principal's report.

Role of SLT, CPD Coordinator and CPD Team

The EAS, CPD team is led by CPD coordinator and include three members; HR and 2 Heads of Departments. Since we follow the teachers led CPD program, hence all teachers and staff are actively involved in delivering the CPD sessions. All HODs are also responsible to conduct the Dept CPDs.
The CPD Coordinator along with the CPD team holds a senior responsibility within the school.
The CPD Coordinator will be responsible for regularly monitoring and evaluating this plan.
Information on relevant CPD opportunities is made available in the staffroom and distributed to relevant staff.
The CPD Coordinator shall attend SLT meetings as appropriate, including the presentation of a report annually on the provision and impact of CPD.

The CPDs are planned at the beginning of each academic year and is updated as per the need arises. Funding for external CPDs is always accommodated by the management as per the importance and need of the school.
The CPD Coordinator will ensure that an up to-date record is kept of all planned external and Internal CPD activities and that this information is distributed to all relevant staff.
The CPD impact analyses for all terms are reviewed and consider the area of improvement as priority in school improvement plan.

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Below mentioned EAS quality cycle represents the complete process of CPD planning at EAS
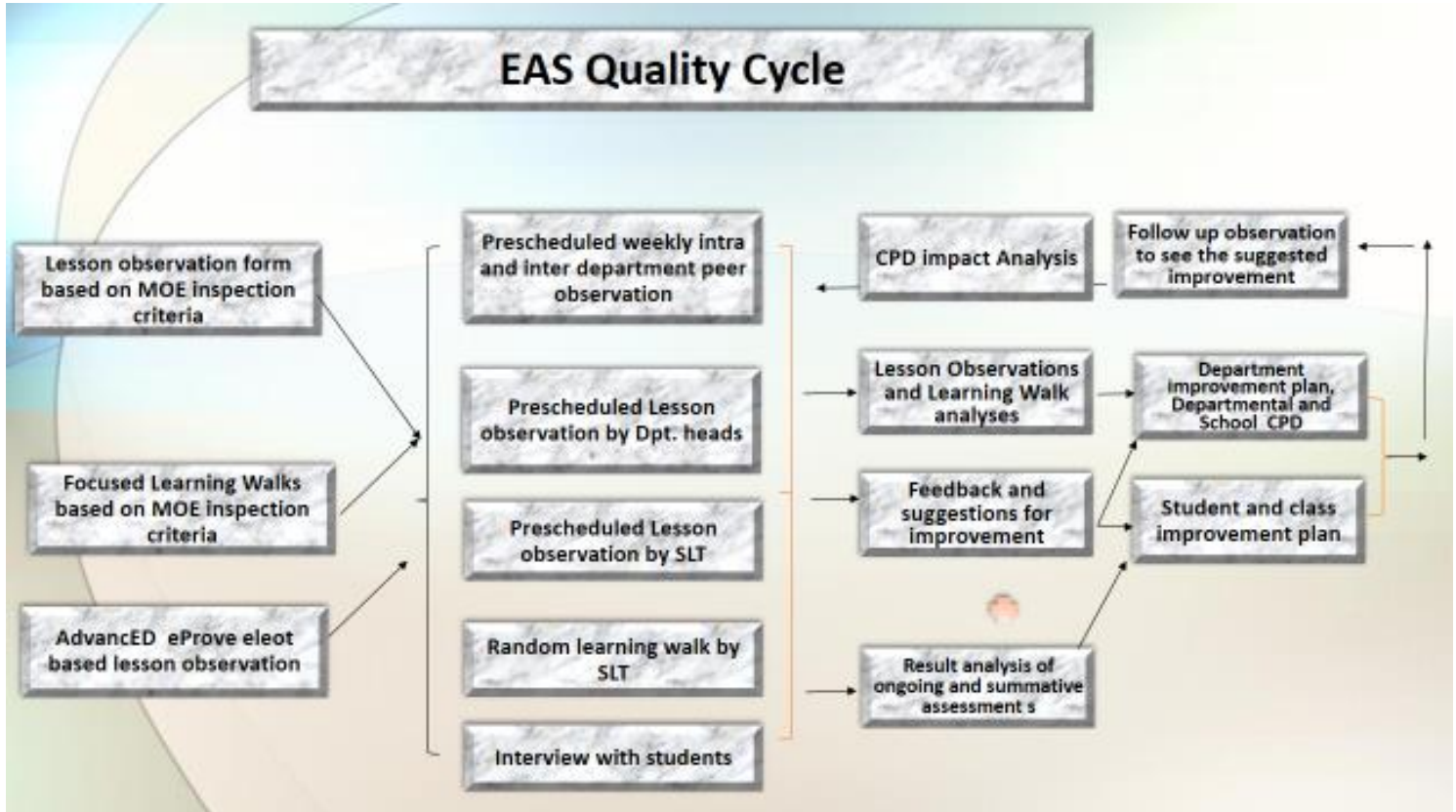
Implementation of Effective Department and School CPD

- **Academic Staff Development:**

1. Academic Staff are required to attend 75 CPD credit hours in the current academic year.
2. HODs develop the Term wise Dept. CPD plan based on the lesson observations and learning walk analysis for the dept.
3. The CPD coordinator will develop Term- wise CPD plan which is based on the monthly lesson observations and learning walk analyses of all departments. The common areas of improvement are identified through the analyses and these areas are considered as one of the CPD priorities.
4. The CPD coordinator and CPD Team also take the CPD priorities from parents' concerns, school emergencies, specific needs of all staff, school improvement priorities with individual needs and aspirations.
5. CPD team along with HODs and SLT, review the CPD impact analysis for future Dept and school CPD plans for next term.
6. CPD credit hours is a part of academic staff appraisal which make them accountable to attend required CPD sessions.

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- **Admin Staff Development:**

1. Admin staff are required to attend 60 CPD credit hours in the current academic year.
2. Admin staff attend school internal CPDs that are relevant to their roles like orientation at the beginning of each school year, employee rules, health and safety sessions, well-being session etc.
3. Apart from school CPDs, all admin staff are encouraged to take up external development courses which will enhance their work skills.
4. In case of concerns/improvement required in their daily tasks, informal and formal meetings take place with respective line manager/HR/Principal.

- **Support Staff Development:**

1. Support staff attend relevant meetings on weekly basis where in school expectations are reinforced and updates are discussed.
2. All support staff are trained to carry out their responsibilities effectively.
3. School makes timely provisions for support staff to attend certified trainings which will make them suitable to work with children of all age groups.
4. Any concerns related to support staff are reported to the Administration Manager and are addressed professionally.

- **Leadership Development:**

Senior Leadership Team meet regularly to discuss issues related to school progress, student progress and overall smooth running of the school. Development of senior team includes:

1. Leaders are required to attend 100 CPD credit hours in the current academic year.
2. Opportunity to plan, develop, monitor and evaluate school improvement initiatives.
3. Discuss and resolve issues relating to the school curriculum, ethos, personnel and community.
4. Attend meetings/ sessions held by SPEA.
5. Attend external development courses as per the credit hour requirement.

Supporting a range of CPD activities

The school will support a wide portfolio of CPD approaches in an effort to maximize the impact on improving teaching and learning within the school.
The school Leaders are responsible for identifying the school's CPD needs identified through appraisal process, surveys, informal meetings, class observations, learning walks, peer observations, feedback from department HODs, students, parents and SLT.
CPD opportunities can be internal or external to the school and can involve courses, in-school training days, observation of best practice, distance learning, team teaching, coaching and mentoring, research opportunities etc.
Once the need for CPD is analyzed, school administrators discuss the topic for CPD with middle managers

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and consider their inputs and finalize the plan of delivering the agreed CPD to staff.
School will:

1. Conduct internal CPD sessions for staff twice a week.
2. Conduct department CPD once a week.
3. Make it mandatory for staff to attend training sessions/webinars conducted by Sharjah Private Education Authority and other local authorities.

Recording and disseminating

1. The CPD coordinator ill provide guidance where staff requests it. In addition to this, academic heads and subject leaders identify the need of the CPD at the time of lesson observations and learning walks.
2. CPDs - internal as well as external will be conducted based on the observations.
3. Staff is responsible for disseminating relevant professional development to the school community.
4. Following professional development session, the participant will fill in a form to evaluate the CPD activity.
5. The member of CPD Team and HODs with the CPD coordinator will plan the process by which to most effectively disseminate to other staff, e.g., relevant papers, the session at staff or subject meeting, etc.
6. The CPD coordinator will also be responsible for ensuring whether any follow up is needed for the training, e.g., feedback to the provider and be responsible for any such actions.
7. In order to ensure that there are equal access and involvement in CPD by all staff the HODs, CPD Team and CPD coordinator will update records regularly and accurately of the training undertaken by all of the school community.

Assessing the impact of CPD

Annually an assessment on the benefits of CPD undertaken will be done to relate to:
1. student and school attainment;
2. improved teaching and learning;
3. increased students' understanding and enthusiasm;
4. increased staff confidence;
5. increased evidence of reflective practice;
6. recruitment, retention and career progression/promotable staff.

Health & Safety

All staff will receive appropriate health and safety training e.g. First Aid, Fire Safety etc. Such training will take place during school days or staff meetings whichever is the most appropriate. Staff are encouraged to balance the attendance at courses with life and school priorities.

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Clear health and safety protocols form part of school induction for all staff. EAS recognizes the duty of care towards staff and the need to promote staff health and well-being.

Equal/equitable Opportunities

Access to development opportunities must be available to all school staff regardless of race, age, gender, disability.

Review and Monitoring

Emirates American School evaluates the impact that CPD has on teaching and learning and raising standards through monitoring (including observations, department audits, student and parent voice), data analysis and appraisal.

Staff will have an opportunity to discuss individual professional development needs with their line manager, specifically during the appraisal process, but at other times as necessary, by arrangement.

All staff who undertake professional development training/courses beneficial to whole school development are expected to feedback/disseminate at their respective department meeting.
This CPD policy will be reviewed annually or as per the discretion of school Principal and management.

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