



Name of Policy: **Continuous Professional Development**

Date approved: August 2022

Date for Review: August 2024

Statement of Intent

The Royal British International School is committed to providing a rewarding and enriching environment for our employees. As a School, we do firmly believe that the quality, receptiveness and professionalism of our workforce are inevitably linked to the School's achievement of its Mission, Philosophy and Strategic Goals.

In the modern competitive world, employees need to replenish their knowledge and acquire new skills to perform better. We aim to create a culture that promotes confidence; enhances efficiency and celebrates productivity. Continuing Professional Development (CPD) facilitates the recognition of employees as a professional entity. A commitment to CPD by both Leaders and Employees enables joint responsibility for demonstrating high professional standards; reviewing current knowledge and skills; building professional competence; continuous quality improvement in work practices; and optimising career opportunities for employees.

Rationale

The purpose of the Professional Development Strategy is to encourage and support employees to actively pursue their professional and career growth as an integral element of their employment with our School. The Royal School acknowledges that ongoing professional development contributes to personal contentment, workplace productivity, reward and recognition.

Professional Development incorporates the provision of learning and progress. It provides opportunities and schemes to expand and broaden the range of professional attainment of employees in relation to their role and responsibilities. Professional development pursuit; build on the collective knowledge and experience of employees and provide them with opportunities to obtain, implement and adopt new knowledge and strategies, thereby enhancing their learning and competence. Within this context: DEVELOPMENT refers to the blend of attributes, qualities, skills, knowledge and understanding of ethical principles that promotes the professional practices of employees; therefore enhancing performance to a high standard in a given context and role.

Scope

This policy applies to all School employees. It sets out the principles that nurture professional and career development at our School.

This policy should be read in conjunction with the relevant Clauses of the current Professional Staff Agreement and any other applicable School policy or procedure.

Aim

- To provide opportunities for all staff to further their professional knowledge and skills in best learning and teaching practices, leadership, student engagement and wellbeing.
- To ensure all staff are trained regularly with regard to safeguarding.

Implementation

- All staff are given certified or in-house Safeguarding Training to ensure all staff are trained to at least Level This is reviewed on a 2 year cycle to maintain a certified team of staff. Certification includes TES Global Basics (for non-teaching staff) or Level 1 Child Protection (in English or Arabic) and extends to Level 3 for Designated Safeguarding Leads and updated Safer Recruitment for those leading in the Recruitment process.
- The school's delivery of professional development for staff is based on the ongoing staff appraisal system in place for each member of staff and identified needs through school development planning and departmental action plans .
- The school leaders will all collaborate to build a continuous professional development (CPD) culture by providing staff members with professional development opportunities, which in turn will reflect individual staff needs as identified in the staff appraisal process.
- Each staff member will consider their personal professional development plan that is embedded within the process of Appraisal and self-review, and is reflective of the departments developmental plan. This professional development plan will allow for both school identified needs, and those of a personal, professional interest.
- Each staff member's professional development will be tracked by their line manager as part of the appraisal system.
- Staff are encouraged to seek from and provide professional development to other staff members.
- All requests for professional development should be submitted to by the staff member, showing clear costings and justification for the training.

- All requests will be considered by the school executive Board. Where a request is declined, an explanation will be provided and alternative professional learning experiences will be suggested (where possible).
- All staff who benefit from professional development are expected to share their experiences; coach and train other members of the school staff.

PROCEDURES

Internal Professional Development Instructors

The Royal School Leadership team have primary responsibility for the provision of wide professional development programs and activities. Professional development consists of education, observation and mentoring that can enhance the employees' performance, knowledge and skills. It might also include training sessions, spending time with a mentor to observe how others handle conflict or challenges or mentoring someone else who might be new to the field.

Internal professional development programs will be identified by the School's strategic goals and priorities.

Individual Development Plans

An important component of the School's performance, planning and development process is the planning and discussion of the employee's professional and career development such as undertaking professional development (short courses or conferences), further studies or performing higher duties. It is recommended that each employee develops, in consultation with their line manager, an Individual Development Plan (IDP), and that the employee, with the assistance of their line managers, actively implement the Individual Development Plan and summarise progress and outcomes of the plan at least annually as part of the annual performance planning and development process.

Induction Program

New and Current Employees

The Royal School provides an organisational induction program for new and current employees to ensure access to Information on the School's Vision, Mission, Philosophy and Strategic Plan; Governance, lawful and policy framework; organisational structure; Code of Conduct; Core Values; conditions of employment; development and training in core skills or capabilities required for the carrying out of duties related to the position.

