



**REGENT
PRIMARY
SCHOOL**

Continuing Professional Development Policy

Reviewed by HARR: August 2022
Previous Review: August 2020

Approved by the Board:

Introduction

The Regent School Abuja values all the people who work within it. Our aims statement makes clear that it is our intention to enable our children to reach their highest level of personal achievement. If we are to achieve this aim, all staff members have a part to play. A programme of continuing professional development recognises and develops the contribution that all adults can make towards school improvement.

Expenditure on the professional development of teachers and all other staff is critical to and directly related to raising standards in the classroom. This policy provides the framework through which all staff are supported and professionally developed.

Principles, Values and Entitlements

1. The Regent School Abuja believes that all staff should be involved in a continuing process of improvement. The school is committed to fostering a positive ethos of continuous learning. Continuing Professional Development (CPD) is the means by which a school is able to motivate and develop its staff community. This development takes place at a number of levels: individual, team, whole school and through wider networks.
2. The Regent School Abuja believes that a carefully planned programme of CPD improves standards, raises morale and assists with recruitment, retention and succession planning.
3. All those involved in the school community shall have an entitlement to equality of access to high-quality induction and continuing development.
4. The school will have effective measures in place to audit the professional and personal needs of staff and link to the performance management system.
5. The focus of CPD will be on improving standards and the quality of teaching and learning. The school will ensure that mechanisms are in place to disseminate good practice in CPD that supports and improves teaching and learning.
6. CPD planning will be integrated with School Development Plan and based on priorities identified through self-evaluation.
7. All forms of professional development will be based on the following principles:
 - all staff should be encouraged to develop their knowledge, skills, understanding and attitudes to enhance their professional work;

- all staff will have regular opportunities to discuss their development needs and professional aspirations;
- all staff have a responsibility to participate in school focused CPD and personal career development.

Leadership and Management of CPD

1. The school will have a named CPD Coordinator, who will have responsibility for the leadership and management of CPD.
2. The CPD Coordinator will have access to appropriate support and training in order to fulfil their role effectively.
3. The CPD Coordinator will be responsible for collating the CPD needs of the school and the staff.
4. The CPD Coordinator's main responsibilities will be to:
 - Keep up to date with CPD developments locally, the UK and internationally;
 - Promote CPD as a central element of performance management and school improvement;
 - Provide details on the range of CPD opportunities and disseminate information to the appropriate staff. Maintain and develop links with sources of CPD. Ensure procedures for accessing information on CPD are available to all;
 - Discuss with the Headmaster, SMT and the Board the main CPD priorities and the budgetary implications;
 - Report to the Headmaster, SMT and the Board on the provision and impact of CPD;
 - Ensure whether any follow up is needed to the training, e.g. feedback to the provider and be responsible for any such actions;
 - Provide guidance to colleagues on the most effective procedures for disseminating information following professional development training;
 - Regularly and accurately update records of the training undertaken by colleagues, and advise the appropriate bodies where there are issues of equality of access and involvement.

In-house Continued Professional Development

- **New Staff induction:** At the beginning of each academic year new teachers will undergo a planned induction and orientation programme designed to allow a quick adjustment to the school and life in Nigeria.
- **Teacher Days:** The school is open for a number of teacher days without students each academic year. A variety of educational activities are organized during this time including whole school or whole campus CPD. Staff are encouraged to deliver CPD courses to disseminate information on courses attended or deliver inset if they have a particular specialist area. Some of these may involve the use of external CPD providers.

- **Staff Appraisal:** During their annual appraisal, staff will be observed by their Head of Department. They will also have an interview with the Headmaster and Deputy Headmaster at the end of the appraisal process. The aim is to identify areas of potential development and the career aspirations of the individual teacher so that this can be taken forward.
- **Professional Meetings:** Throughout the year, specific areas may be identified for development and in-house expertise can be shared with colleagues. Times will be set aside after school during which workshops or information dissemination can take place.

Off-campus Continued Professional Development

The school often receives notification of formal CPD opportunities being offered in the region. These usually fall into one of four categories:

- Schools within the FCT.
- Other schools within Nigeria who are seeking to share the cost of an external CPD provider or wish to share their own in-house expertise
- Other schools within ASIA/AISEN who are seeking to share the cost of an external provider or wish to share their own in-house expertise

Conditions for Off-campus CPD

For professional development to be successful it must be planned effectively. Where courses are being offered off-campus and are to be funded by the school, completed application forms are first submitted to the Head of Department. The Head of Department, in consultation with the Senior Management Team and the Headmaster will then decide which applications are to be progressed. Successful and unsuccessful applicants will be informed by the Head of Department.

When decisions are made about whether a course is approved or not, the following considerations apply:

- Length of Service: For teachers in first 2 years of their contract CPD will be typically limited to courses which will enhance the delivery of the curriculum at The Regents School Abuja as decided by the Headmaster.
- For confirmed teachers in their 3rd year other courses will be encouraged.
- Benefits for the school.
- Relevance to the individual teacher
- Cost.
- Disruption to the normal running of the school.
- Location.
- Expatriate teachers must have renewed their initial contract.

The school will pay course fees and reasonable travel and hotel costs for approved attendance at a course. Staff should provide receipts for all expenditure.

If staff want the school to pay for the course before they attend payment must be requested and approved at least three weeks before the course. If there is less than three weeks staff may have to pay for the course and will be reimbursed on production of receipts.

- Teachers attending approved CPD opportunities will qualify for full salary payment.
- Any courses costing less than 25,000 Naira are not bonded.
- For courses costing between 25,000 and 50,000 Naira there will be no bond.

Expectations for those returning from a CPD Course

All teachers and other staff members who attend formal courses funded by the school will be expected to:

- Present a certificate of attendance to the Head of Department.
- Give a copy of all the handouts to the appropriate Head of Department
- Pass on what has been learned from the CPD opportunity to colleagues through either workshops or staff meetings

CPD Leading to Advanced Qualifications

The school will support a limited number of staff who wish to study towards advanced qualifications like a UK Distance PGCE, MA, MBA, NPQH. Applications should be made to the Head of Department. The following considerations apply:

- The staff must have successfully completed at least one two-year contract and be committed to a second two-year contract
- The study should have direct links with the job of the teacher
- During the duration of the study, it is unlikely that additional requests for attendance at overseas CPD courses or conferences will be approved. However, if the head of Department decides it is in the school's interest for the teacher to attend then approval may be given
- A maximum of 500 USD or equivalent per teacher per year will be available for teachers who have completed the minimum of two years' service with the school
- A maximum of 1,000 USD or equivalent per teacher per year will be available for teachers who have completed a minimum of five years' service with the school
- The money is only available for course fees or text books
- Payment can only be made against receipts
- A maximum of two teachers per campus per year can be approved
- The Headmaster will ensure that all qualifying staff are made aware of this opportunity at the beginning of the year
- A maximum of two staff per year is allowed
- Other issues
- Unless in exceptional circumstances PD not expected to take place in term time
- Expatriate teachers must have renewed their initial contract