



Continuing Professional Development and Learning Policy

Lead Person: Senior Deputy Head
Governing Body Committee: Resources, Staff & Pay

1. Aims and objectives

- a. CPDL will serve to support the School to achieve its developmental aims in each given year, support the professional development of all staff and support any member of staff who has been identified as being in need of professional development support.
- b. It is the aim of the School to offer all Staff the opportunity to undertake continuing professional development, relevant to the School Improvement Plan, their Departmental Development Plan and their own personal professional development as identified primarily in their Performance Development Review.
- c. 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 natural consequence of structured CPDL. This means that staff will be expected to seek management training where this is viewed as relevant to their future career.
- d. The areas to which funding will be targeted will be in line with those areas which are identified by the School as being of major importance in the relevant financial year for which funding is provided.

2. Process

- a. The criteria for accessing CPDL will be in accordance with School priorities but will also take account of the needs of the individual seeking CPDL support as identified through the Performance Development or other processes.
- b. Applications to attend courses, which have been identified at School or department level as meeting the requirements of the School Improvement Plan, or are identified as necessary for the individual concerned, will be submitted using an on-line system (Every HR's Training & CPD module).
- c. Initiating a CPDL 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 uploaded onto the system for use within other areas where relevant.

3. Evaluation

- a. Feedback following CPDL 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 CPDL occurs. SLT line managers will review the impact of any CPDL which departments have undertaken during their termly line-management meetings. In cases of longer-term planning, review should follow by a predetermined date. An evaluation form must be submitted to the Senior Deputy Head responsible for CPDL via the EveryHR's Training & CPD module.

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

4. Record keeping

- a. All staff will keep a log of their own personal CPDL on the on-line system (EveryHR's Training & CPD module). Records will be monitored by the CPDL co-ordinator and line managers.

5. Links to other documents

- a. School improvement Plan (SIP)
- b. Departmental development priorities
- c. CPDL workshop programme 2025-26
- d. Staff Development 2025-26

Approved by the Head: September 2025

Review cycle: 1 year

Date of Next Review: September 2026