



RAFFLES
INTERNATIONAL
SCHOOL

Towards Excellence

Continuing Professional Development Policy

Adopted: January 2017

Revised/Amended: February 2017, September 2017

Next review: September 2018

		
CEO/Board		Principal
		
Head of Primary School	Head of Secondary School	Other relevant staff

Distribution List:

- CEO/ Board
- Principal
- Section Heads
- Academic Staff
- Parents



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Continuing Professional Development Policy

Improving the quality of learning and teaching is at the core of all CPD at RIS

School Vision, Mission and Core Values

Our Vision

Providing world-class education

Our Mission

To empower students with a holistic, rigorous and international education for success in an ever changing world

Core Values

Achievement | Collaboration | Innovation | Integrity | Respect | Responsibility

CPD or Continuing Professional Development encompasses a wide range of activities for teaching and non-teaching staff at RIS which adds to their professional knowledge and enhances their professional skills. At RIS, CPD supports and reflects the guiding principles, values and vision of the school and is vital to our drive, 'Towards Excellence', being inextricably linked and integrated with the school's improvement plan, based on a range of information such as:

- Needs of the school as identified through its self-evaluation and analysis of data
- Induction and orientation needs of returning and new staff
- Teacher appraisals and performance management of staff
- Issues identified through other monitoring by, for example, SLT/SLMT and middle leaders
- UAE national and local priorities
- Feedback from staff, School Development Review unit and other stakeholders including the school's governing body, students and parents
- The need for staff to keep up to date with best practice, current world-wide research and trends in teaching and learning

RIS recognises that having clearly identified and suitably matched professional development is key to raising standards in teaching and learning, along with being an important motivational factor for retaining valued staff members and meeting the differentiated needs of all students. Improving the quality of learning and teaching is at the core of all CPD at RIS. RIS will use a range of expertise available within the school, including, but not limited to planning and assessment, classroom observation, peer



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observation and evaluation, critical thinking, enquiry and problem-solving, child protection, special education needs, coaching and mentoring.

Responsibilities of the Senior Leadership Management Team will include:

- The overall responsibility of the CPD remains with the Principal in liaison with the CEO and the support of the School Leadership Management Team.
- Meeting identified individual, school improvement and/or national development priorities
- Ensuring that CPD is relevant to the needs of the participating staff and inclusive in its nature
- CPD audits: Specific PD opportunities, tailored PD sessions, whole group IVEI, Primary/Secondary Collaboration, PD scheduling, Middle Leaders and twilight sessions.
- Enabling an agreed minimum time allocation (allocated PD days) for professional development activities for all staff.
- Providing access to a spectrum of opportunities for self-study courses
- Keeping an accurate record of all CPD that takes place within the academic year (the School Secretary will maintain an up to date record)
- Ensuring that feedback received after a CPD is analysed and appropriate decisions are taken for future professional development
- Using a range of providers (both internal and external) and endeavouring to source the provision of the CPD to provide best value and a consistently high standard.
- Providing guidance to staff on the most effective procedures for disseminating information following professional development training e.g. relevant papers, session at year group or staff meeting.

In the area of Professional Development, responsibilities of staff will include:

- Creating learning communities in which supportive and collaborative cultures directly extend the capacity for continuous self-improvement.
- Reflecting on their own practice to identify areas for development and learn from peers and colleagues
- Providing non biased and constructive feedback as requested after the training or CPD attended
- Staff who are interested in pursuing long term, self-study for example QTS, NQT, CACHE etc. that is directly related to their job and development will need to discuss this with the Principal.
- Engaging in CPD on days designated on the school calendar, including on days and times which are beyond the regular working times or days



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The success of the CPD Policy will be assessed each academic year by:

- Review this policy in accordance with our Mission, Vision and Core Values
- Reviewing the Action plans and School Improvement Plans, goals and objectives
- Reviewing the professional development targets of individual teachers regarding Performance Management/Appraisal
- Reviewing the statistical analysis of staff professional development participation
- Reviewing the professional development feedback including survey/questionnaires
- Review the impact of professional development on teaching and learning through lesson observations and work scrutinies

All these measures will assist in determining the effectiveness of professional development in moving both the school and individual teachers toward achieving their goals.

Policy Review

This policy is to be reviewed bi-annually by Heads of Department, SLMT and the Principal.