



# The Bournemouth School of English

## CPD Policy

*how we help our staff to develop professionally*

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**Approved by:** Emma Tuersley, Director of Studies

**Applies to:** All members of staff

**Context:** CPD is a career-long process whereby there is a provision of activities which leads to an increase in staff skills, knowledge, and understanding, as well as in their effective performance.

We believe that it is an entitlement and responsibility for all staff, and it is an important way of supporting and recognising expertise.

**Last updated:** June 2018

**To be reviewed:** Annually

## Continuing Professional Development

The Bournemouth School of English is committed to offering a supportive and encouraging environment for all staff, regardless of length of service or experience, and to offering suitable training opportunities relevant to the types of course, class, student, and unique challenge found at our school.

### What we do

All teachers are given an annual schedule of **observations** - we aim for each observation to be quarterly but the exact timing is subject to change depending on circumstance. One of these annual observations will be a formal full-lesson observation, and at least one will be a peer observation.

We get **feedback** from our students on a daily basis; we will keep you informed of any problems and you are welcome to view feedback at any time. Equally, rest assured that one negative response does not always indicate concern; we focus on patterns of opinion, recognising that individual comments are not always objective.

We hold quarterly **training sessions** when the school is closed and all members of staff are paid to attend the training sessions on offer. Wherever possible, we will ask for input and suggestions in advance of each training session, and we always aim to make the sessions relevant to current needs.

We advertise local **talks** and **presentations** that we are made aware of; please pay attention in staff meetings and check the staffroom noticeboard for these.

We involve all staff in the day-to-day running of the school, allowing you to understand the challenges that we face and the questions we have to answer. You are given an **active role** in decisions regarding student progression as well as issues of welfare and pastoral care.

We will organise a formal **appraisal** on an annual basis; this is an opportunity to speak openly and individually. This appraisal is intended to be both developmental and evaluative; we consider feedback received from students as well as observation performance. We also discuss future plans and requests.

In return for a contractual commitment to the school, we are open to providing financial support to any member of staff interested in obtaining a **qualification** that they feel would be of personal and professional benefit. Please speak to the School Principal, with a detailed proposal of costs and benefits.

Finally, the school is a member of **English UK** and subscribes to IATEFL Voices, English Teaching Professional and Modern English Teacher.

### What we expect you to do

We ask you to embrace every opportunity, and be open to everything that is on offer. Attend meetings, take part positively, and be open to new challenges, fresh ideas, and opposing views.