CPD POLICY

Policy Reviewed – March 2024
Date of Next Review – March 2025

Rationale

This policy provides the framework for professional development for all staff at The Indian Academy Dubai. Professional development aims to enhance personal work performance, professional practice, and career development while contributing to and maintaining a strong performance and development culture at the school.

The Standards of professional practice that must be maintained by teaching staff include:

PROFESSIONAL KNOWLEDGE:
- Teachers know how students learn and how to teach them effectively;
- Teachers know the content that they teach;
- Teachers know their students.

PROFESSIONAL PRACTICE -
- Teachers plan and assess for effective learning;
- Teachers create and maintain a safe and challenging learning environment;
- Teachers use various strategies and resources to engage students in effective learning.

PROFESSIONAL ENGAGEMENT
- Teachers reflect on, evaluate and improve their professional knowledge and practice;
- Teachers are active members of their profession.

Aims

The professional development policy aims to give:

- Greater emphasis on staff development with the help of workshops organized by the school.
- Exploration of strategies such as peer observation.
- More guidance to teachers through informal observations.

Professional Development

A systematic approach to professional and career development to ensure that all staff have the capabilities necessary to fulfil their roles.

Professional Development Activities

Professional Development occurs through a range of formal and informal work–related activities.

These include:

1. **Attendance at** (internal or external) workshops.
2. **Participation in:** network meetings
3. **Involvement in other learning:** critical reflection on practice, professional reading, focused consultation with colleagues,
4. **Formal studies:** studies for formal higher education programs at the undergraduate or postgraduate level, including research activities.
5. **Research /Writing:** performing action research, study tours, preparing and publishing papers or books.
6. **Leadership Programmes:** Professional development activities should benefit the individual and the school by enhancing all skills and professional learning bases.\

Participation

All staff are encouraged to participate in professional development activities. An in—house workshop will be organized within the school every week, keeping the school improvement and personal enhancement of staff in mind. All teachers are expected to attend these workshops. Additionally, staff may be required to participate in specific technological or organizational change and development activities.

Responsibility

Individual
Professional Development is a shared responsibility between the leadership team and the individual staff member. Ultimately, each individual is responsible for their learning and development and is expected to manage their own Personal and Professional Development and contribute to the development of their colleagues by sharing their expertise.

SLT & MLT
The SLT & MLT is responsible for encouraging, counselling, and helping staff identify their learning and career development needs and help them find and pursue activities to meet those needs. The SLT & MLT is expected to ensure access to relevant staff learning and development activities for individuals and staff groups. The entire staff is eligible for learning and development in some form, and equal opportunity applies to access and participation by all staff.

Procedures

Induction and Orientation
All new staff undergoes an induction and orientation process at the beginning of the academic year. This includes orientation to their workplace, the Staff Code of Conduct, Occupational Health& Safety induction and induction to the school policies and practices relating to those areas.

Professional Development Plans

- A series of workshops are conducted at the beginning of the academic year, keeping the school evaluation and improvement plan in mind.
- A workshop is run by the school every week as per the need and requirements of the school and different departments.

STAFF APPRAISALS

Staff appraisal will be done regularly by the SLT and MLT. The following formats and procedures will be used

1. Peer observations
2. Self-evaluation
3. Informal Observations
4. Formal Observations

- Staff should meet the MLT/ SLT concerned immediately after the lesson observation
- The SLT/ MLT should give feedback to the teacher and guide her /him on how the lesson transaction could be more meaningful.
- Three targets that the teacher needs to focus on are informed to the teacher.
- The SLT/ MLT should check if the teacher incorporates new teaching and learning strategies inducted during the CPD.
- Immersion days are scheduled once a term; SLT/ MLT visit classes in other departments and observe lessons. Teachers whose lessons are observed are then given feedback and targets to improve.
- The teachers whose lessons are rated acceptable are put on a developmental action plan and coaching agreeing with the SLT/MLT and the teacher concerned. The targets are reviewed after six months.

Completion of Professional Development activities

- On completing any CPD, the teachers are supposed to inform the CPD coordinator of their phases with the details of certificates.

- **Evaluation and Review**

This policy and associated procedures will be reviewed at the end of the year

LEAMS
EDUCATION

- Continuous Professional development for school staff should contribute to staff's professional growth and improve student learning outcomes in all private schools. School leaders, teachers, administrators, and professional/technical and support staff are responsible for promoting, planning, implementing, and evaluating CPD activities in their schools.
- All CPD must align with the individual needs of staff, school priorities, and UAE National Agenda
- All planning for CPD activities should include adherence to the minimum requirements of 40% formal CPD
- All school leaders must undertake a minimum of **120** hours of professional development hours every Academic Year
- All teachers must undertake a minimum of **100** hours of professional development hours every Academic Year
- All administrators, professional/technical personnel, and support staff must undertake a minimum of **80** hours of professional development hours every Academic Year

Regards,

Shiny Davison

Principal

LEAMS
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