



**London Borough of Hounslow  
Lifelong Learning, Leisure & Cultural Services**

## **Continuing Professional Development Strategy for School Based Staff and Governors**

### **The Hounslow Guarantee**

The Hounslow Guarantee is an integral aspect of the borough's continuing professional development (CPD) strategy. It is a commitment, with the aid of other partners, to support the professional development of all education staff and governors comprehensively and appropriately. It aims to support Hounslow school staff and governors in providing high quality, inclusive, education in their schools.

Hounslow's Guarantee also aims to support the recruitment and retention of high quality staff to the borough. It does this by providing a wide range of CPD activities that support the individual's aspirations, career progression and improved practice. Where appropriate, these meet the individual's statutory rights, for example through NQT induction.

The Guarantee not only provides access to a wide range of high quality courses and meetings, but also includes the work of ASTs, lead teachers, lead departments and lead teaching assistants. It is further supported by information about best practice in our schools, including the "specialist colleges", "training schools" and those with "leading edge" status.

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## Rationale

**Effective Continuing Professional Development (CPD) is the key to improving the quality of teaching and learning. The London Borough of Hounslow is committed to supporting its schools and staff as vibrant professional learning communities. Hounslow's CPD strategy seeks to ensure that all staff are enabled and empowered to develop their knowledge, key skills and performance needs on an ongoing basis, continually reviewing & updating requirements in line with, and in the context of, local and national initiatives, the EDP and National Standards. It is the entitlement of every member of staff to receive such CPD and to take active responsibility for their own CPD. The strategy is also designed to aid attracting, recruiting and retention of quality professional staff to the Borough and its schools.**

## Key Objectives

- To support heads, teachers, governors and associate staff in schools in raising standards for pupils at all levels.
- To support heads, teachers, governors and all staff in further developing learning communities and enhancing the quality of teaching and learning for all.
- To promote the professional development of minority ethnic staff, particularly those from Black African, Black African-Caribbean and Asian backgrounds, as they are under-represented in senior management positions in our school work force.
- To promote the sharing of best practice and the building of professional knowledge.
- To improve the performance of individuals and institutions as a whole.
- To support the morale, motivation and well being of all Local Authority staff.
- To attract, recruit and retain high quality professional staff to Hounslow Local Authority and all Hounslow Schools.
- To develop a coherent framework of professional development opportunities providing guidance & support on pathways from Induction and beyond.
- To support the government's strategy for Continuing Professional Development and embrace the principle of **"learning from each other, learning from what works"** (DfES, 2001)

## What is CPD?

CPD is any activity that increases the knowledge skills or understanding of all those who are involved in improving the quality of teaching and learning in the classroom.

Recent research by Ofsted has shown that effective professional development is based on four principles:

### 1) **A learning process involving:**

- **Observation** and **being observed** by others;
- **Collating** and **analysing** data;

- **Discussion** with and **feedback** from other professionals;
- **Reading** and **research**.

2) **Effective management including:**

- **Planning** for development and implementation;
- **Evaluation** and **dissemination**;
- **Time Management**;
- **Partnership** with external support agencies

3) **Implementation involving:**

- **Support** through observation feedback, time for reflection, coaching and consultancy;
- **Time** for implementation, to embed ideas within own practice.

4) **A proactive and supportive school culture enabling teachers to feel:**

- **Challenged** by a problem capable of solution;
- **Committed** to solving the problem;
- **Empowered** and **professional**;
- **Analytical** and **reflective**;
- **Supported** but not coerced
- **Supported by networks** with other schools agencies and institutions

## Opportunities and Support

LB Hounslow has a buyback scheme for schools which offers a comprehensive professional development programme, based on our EDP priorities, National Standards and audit of needs both local and national. This includes a general training programme, best practice and networking opportunities through meetings and groups such as the termly HoD's and Co-ordinators' meetings linked to National Standards and membership to a range of local and national bodies such as SENJIT.

Schools may also subscribe to an NQT programme, which is linked to national standards, is regularly revised and updated to reflect current practice, and incorporates both practical and theoretical input where appropriate.

Participation in all national initiatives such as: Primary Strategy, KS3 Strategy, Excellence in Cities, HIP, Healthy Schools Initiative, Advanced Skills Teachers, Well-Being Programme, NCSL- training for Extended Leadership Teams, LPSH, NPQH, Behaviour Improvement Programme, Remodelling the Workforce and Networked Learning Communities

In addition, Leading Edge, Specialist and Training Schools all contribute to enhance CPD provision for all Hounslow schools, as do Advanced Skills Teachers, Leading Teachers and Leading Departments

A range of training and progression routes is also offered for:

Associate Staff

Advanced Skills Teachers

Induction for Newly Qualified Teachers

Governors

In addition, networking opportunities and partnerships with local HEIs, Adult Education and Further Education institutions are offered. These include accreditation and on occasions, joint provision.

Hounslow Virtual Education Centre (HVEC) <http://www.hvec.org.uk>

HVEC provides teachers, associate staff and governors with access to training and development opportunities including self-evaluation, best practice and self-assessment, contact with experts, coaches, mentors and educational specialists and links to other educational sites, advice and support services. The information contained on this site supports all aspects of CPD.

#### Code of Practice for CPD Provision

The Code of Practice requires that all CPD provision is directly linked to training and development needs identified in the EDP plan and local and national initiatives.

#### **All CPD activities should be:**

- Thoroughly planned and well prepared
- Supported by a well equipped training centre
- Well delivered
- Rigorously assessed and evaluated

#### **All CPD provision should embody the following LGA/NFER (2002) findings on effective CPD:**

- Only trainers who have the necessary experience skills and expertise will be used;
- Training will be presented in relation to the nature and experience of the group and the nature of the development activity;
- Training should make use of recent research and/or inspection evidence wherever appropriate;
- Materials used must be of the highest standard in content and presentation.

## Quality Assurance and Evaluation of CPD

The Professional Development and Training Team is committed to ensuring a coherent programme of professional development and training is offered to all schools & LA staff, based on our planned educational priorities, local or national audit of needs, targets and where possible National Standards.

All CPD activities offered through the Schools Professional Development Programme will be routinely monitored using a variety of evaluation tools & techniques including:

- Course registers and evaluation forms to be collected, analysed and shared with providers every term to inform future activity;
- Implementation of rigorous systems to assess the impact of CPD on teaching & learning.

## Examples of School-Based CPD

All School based staff are entitled to CPD and this entitlement may include:

- Collaborative teaching;
- Mentoring an NQT, OTT or Returner to the classroom;
- Access to a mentor or coach
- Professional discussions with colleagues;
- Carrying out lesson observations as part of the school's monitoring procedures;
- Modelling lessons for other teachers;
- Observation of experienced or lead teachers working with your class;
- Shadowing of a pupil or teacher;
- Visiting other schools;
- Membership of groups and working parties.
- Leading INSET sessions;
- Attending training courses;
- Action research;
- Reading materials, documents and journals
- Production of high quality teaching resources and trialling of these.

## Related Documents and Websites

- London Borough of Hounslow Schools Professional Development Programme  
<http://www.hounslow.gov.uk>
- London Borough of Hounslow Virtual Education Centre  
<http://www.hvec.org.uk/>
- Times Educational Supplement  
<http://www.tes.co.uk/>
- National Standards Framework  
<http://www.standards.dfes.gov.uk/>
- National College for School Leadership  
<http://www.ncsl.org.uk/>
- Teachernet  
<http://www.teachernet.gov.uk/>
- Threshold Assessment  
<http://www.teachernet.gov.uk/management/atoz/t/thresholdassessment/>
- National Professional Qualification for Headship  
<http://www.des.gov.uk/consultations/npqh>
- Current Education Research in United Kingdom (CERU)  
<http://www.ceruk.ac.uk>
- British Education Research Association (BERA)  
<http://www.bera.ac.uk/>
- Advanced Skills Teachers  
<http://www.standards.dfes.gov.uk/ast>
- BECTA  
<http://www.becta.org.uk>
- Teach & Learn  
[http://www.teachandlearn.net/#Scene\\_1](http://www.teachandlearn.net/#Scene_1)
- NAHT.org.uk  
<http://www.naht.org.uk/>
- Remodelling the Workforce  
<http://www.remodelling.org>
- DfES  
<http://www.dfes.org.uk>