

**CPD Policy**

At Holton Sleaford Independent School (HSIS) we aim to provide the best possible education for our pupils with significant SEMH needs. Equally we believe that recruiting and retaining the best available staff is vitally important to fulfil that aim. With that in mind our staff appraisal and CPD procedures seeks to ensure that HSIS can provide the best possible working environment with a conviction that happy staff leads to happy pupils.

**Strategies to improve staff CPD**

* Staff Appraisal Documents will be produced at the start of the academic year, or within the first month of employment. They will be reviewed to reward progress at the end of every academic year. The Appraisal Document will be staff-led and agreed with either of the Head of School or the Company Director/Proprietor.
* Termly discussions with either the Head of School or the Company Director/Proprietor will take place in which progress towards agreed targets will be evaluated and in which HSIS will be able to address any limiting factors or amend the respective Staff Appraisal Document accordingly. Additional targets may also be added at the behest of the staff member concerned.
* We believe targets should reflect the broad range of skills and abilities that SEMH professionals require, and should include – Personal Target, Professional Development Target and an HSIS/School Target.
* In addition to these targets teaching staff will need to show evidence that they meet the Teachers Standards, this can be done via the Company Ditector’s data collection for Teaching and Learning which we believe to be both innovative by enabling your colleagues to credit what they see and supportive through the removal of unnecessary and time consuming formal observations.
* HSIS is committed to facilitating either through time, finance or both any agreed Professional Development Targets established in Staff Appraisal Documents.

**New staff members**

* At HSIS we believe that is important that when new staff start working here, they have a period time when they get the chance to shadow experienced members of staff. This allows new staff to ask questions and enhance their own personal knowledge of how the school is run.
* New staff will be given a Staff Handbook and Induction check list informing them of all the information they need to know about starting at HSIS.

**New Staff Members Essential Training**

* Health and Safety - Complete training in a timely manner, read the HSIS Health and Safety Policy and then apply the principles from both in your daily duties. For further information see the HSIS Health and Safety Policy.
* Safeguarding - Complete training in a timely manner, read the HSIS Safeguarding Policy and then apply the principles from both in your daily duties. For further information see the HSIS Safeguarding Policy.
* First Aid - All HSIS staff are trained first aiders, as such you will be put on First Aid training within 3 months of starting at HSIS. Please read the HSIS First Aid Policy to understand your roles and responsibilities.
* Fire Safety – Complete training in a timely manner, familiarise yourself with HSIS’ Fire Risk Assessment and Emergency Evacuation Procedure.
* TeamTeach – Complete TeamTeach physical management and de-escalation training, read the associated HSIS policies including – Behaviour, Physical Interventions and Exclusions. You will be expected to apply the principles from all of these in your daily duties.

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| **Written by…** | **Daniel Laughton** | **4/11/21** |
| **Approved by…** | **Luke Hollingworth** | **4/11/21** |
| **Signed…** |  |
| **Date sent to Governors** |  | **Due for Review** |
| **Date approved by Governors** |  | **4/11/22** |