



Continuing Professional Development Policy

April 2021

North Dublin Muslim National School



Introduction

The staff and Board of Management of the North Dublin Muslim National School were consulted in the formation of this Continuing Professional Development (CPD) Policy. It is envisaged that this policy will encourage and support members of staff to engage in self-development and in particular to participate in professional development which will assist them in their teaching and broader contributions to the life of the school. This commitment stems from the Teaching Council guidelines which outline the importance of continuous professional development and lifelong learning. The Board of Management are also aware of their responsibility outlined in Section 9 of the Education Act (1998):

“to use its available resources to ensure that the needs of personnel involved in management functions and staff development needs generally in the school are identified and provided for.”

Principles and Aims

- This policy will create an awareness of opportunities open to staff and will encourage initiative to address professional needs.
- The policy will promote the school as a community of learners with the principal as the lead learner.
- The policy will act to encourage and support all staff to engage in professional development.
- The policy will provide a framework for the granting of funding by the Board of Management for any such activity in a manner that is open and transparent.
- This policy will encourage staff to take responsibility for their own Continuous Professional Development (CPD) based on self-evaluation.
- This policy will assist in balancing the school priorities against the career aspirations and development needs of individuals.
- This policy should help to create further opportunities for formal and informal mentoring and tutoring within a shared ethos of learning.
- This policy will help to ensure that leadership is integrated with staff development and so will support the notion of distributed leadership.

Eligibility

- Any staff member who is permanent may apply to attend a course.
- Fixed-term and substitute staff may also apply to undertake courses but priority will be given to permanent staff members if more than one staff member applies for the same course.
- Staff should commit to sharing knowledge gained from the course with the entire staff in order to be considered for attendance at a course.

Administration

- All applications for attendance at free courses must be submitted in writing to the principal at least two weeks before the commencement of the course. Details of the course, including whether substitution cover is available must also be provided. A decision on each application will be conveyed to all applicants by the principal at least one week after the application has been submitted.
- If there is a charge for the course or for resources needed, applications must be submitted in writing to the Board of Management at least six weeks before the commencement of the course. Details of the course, including whether substitution cover is available must also be provided. A decision on each application will be conveyed to all applicants by the principal following the next Board of Management meeting.
- Depending on the availability of substitute teachers it may be necessary to cancel courses on occasion. This would be a last resort, but the needs of the pupils will be a priority.

Record Keeping

- Staff should keep notes from courses that they attend, and relevant resources should be added to the school's shared drive.
- Each staff member will be given a CPD record at the start of each year. This will be retained by the staff member for the year, and filled in as necessary. This form should be returned to the principal in June (Appendix 1).

Whole Staff Training

- Staff are encouraged to suggest topics for which they would like more CPD.
- Based on the requests received, the principal will try to facilitate as much CPD as possible.
- On occasion, external facilitators will be invited to attend Croke Park hours to provide CPD to the entire staff.
- In addition, each year, staff will be invited to lead a CPD session during Croke Park should they wish to do so. Staff who would like to lead a session can choose a topic that they have expertise/interest in. Sessions usually last between 20 and 30 minutes depending on the topic.
- Any staff member who attends a CPD course during school time should share some tips or advice from that course with the whole staff at the next staff meeting.
- The principal also facilitates informal lesson observation process and the formal Professional Collaborative Review process to aid staff development.

Informal Observations

- On an as needed basis, staff are invited to request to informally observe a lesson with the aim of developing their knowledge and skills in a particular area.
- The principal will arrange for this observation to take place and will schedule the necessary arrangements for supervision.
- This is an informal observation that does not require any paperwork or post observation meetings, but the observer must provide the teacher being observed with a copy of any notes taken during an observation.
- Staff may choose to observe any subject or topic.

Professional Collaborative Review (PCR)

- This is a formal observation process for teachers, which aims to assist the observer in improving classroom practice and learning.
- PCR is a practical process which can be rich source of evidence.
- Participation in PCR is voluntary. Any teacher who agrees to participate in the process must agree to be respectful to their colleagues and to maintain confidentiality.

Structuring the PCR Process

- The PCR coordinator will be responsible for assigning teachers for the observation sessions.
- Teacher will not observe the same person who observed them.
- In so far as possible, teachers will observe a teacher teaching a similar class level to their own class.
- Mainstream teachers will be observed teaching in their own classroom, whilst support teachers can choose a class they are familiar with to be observed teaching.
- Teachers undertaking probation may wish to wait until they are fully probated before participating in PCR.
- Teachers engaged in the process must complete paperwork and a post observation meeting in line with the guidelines for PCR in the school.

Communication and Review

This policy will be communicated to staff through the policy section of the Google Drive.

It will be reviewed in 2024/2025, or sooner if required.

Ratification and Implementation

This policy was ratified by the Board of Management in March 2021 and came into effect from August 2021.

Signed: _____

Signed: _____

Date: _____

