



Peak School – CPD

Continual Professional Development Procedures

Rationale:

Professional development is essential for continuous improvement in relation to the key areas of the Peak School Development Plan. It is seen as an opportunity to develop practice, increase confidence, knowledge and skills and provide avenues for professional networking.

The key purpose is to add value to the provision of education at Peak School.

CPD needs to be (one or more):

- Linked to the School Development Plan
- Identified in Performance Management targets as discussed in PM meetings
- Cost effective and provide benefit personally and school wide
- Linked to student Assessment data or student outcomes

Types of CPD offered:

- ESF via Gateway registration
- Online courses
- Externally provided workshops
- IBO Workshops
- Class and School visits
- After School Workshops/Staff Meetings/Facilitated Learning
- In school workshops

Overseas PD should only be approved if a viable alternative is not offered in Hong Kong e.g. a specialist PYP workshop, specialised training, Leadership Conferences such as EARCOS or the IB Annual Conference.

Roles and responsibilities:

CPD Coordinator (Chiqui)

- Receive course information
- Promote links to strategic plan
- Liaise with principal for decision making
- Confirm enrolment
- Liaise with Craig re: supply

PYPC (Chiqui)

- IBO long-term planning
- In-school workshop (where appropriate)

Teachers/EAs/Support Staff

- Attend training as identified through PM process which links to development plan
- Check gateway regularly
- Complete expression of interest by sending request to CPD Coordinator

Nurse

- Coordinate first aid training for staff
- Liaise with LMT

On Completion of a course it is expected that staff:

- Update personal record of CPD
- Implement ideas identified as part of reflection and share progress with colleagues/PM manager through dialogue when and where appropriate with a focus on student outcomes when and where appropriate
- Share ideas informally/formally with relevant staff

It should be noted that staff who attend a 1-3 day course cannot be expected to then share comprehensively what they have learned with staff in a staff meeting. As above the expectation is that they contribute to discussions and meetings where their training will add value to that discussion or meeting. Staff will however be given time to broadly share their experiences and learning at staff meetings where possible and where relevant e.g. hot tip or simply sharing some generic ideas that will be relevant for all staff.

Release/Planning Time

IB Workshop leaders are entitled to release to offer/run one workshop on behalf of IB each year during term time.

Staff that present at ESF wide CPD days may be entitled to some planning time as per the ESF guidelines at the time.

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