



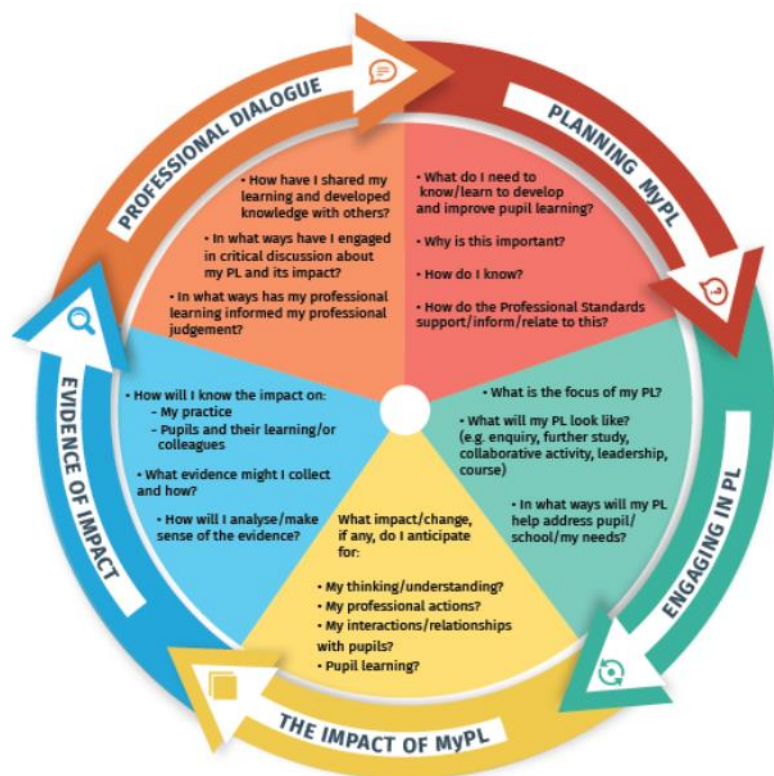
# **2019 CPD Framework**

**Teachers, school leaders and school support staff**

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## Using the Framework for teachers and school leaders



This framework is intended to help teachers and school leaders plan high quality CPD (Continuous Professional Development) for the school workforce. It is supplied as an electronic framework so that schools can download and personalise it to match the needs and opportunities presented in any individual school.

During its development school leaders and CPD leaders have used it, in discussion with teachers and other support staff, in a range of different situations including:

- Professional conversations as part of appraisal reviews and interim reviews
- CPD planning
- Professional development discussions
- Interview feedback to identify 'next steps' for a candidate.

It is designed to stimulate discussion about how any member of staff (assisted by their school) can secure high quality CPD for themselves and ensure that this leads to rich professional learning (PL). In the School Improvement Service we believe that rich professional learning can be achieved by:

- Reflecting on and **planning** your professional learning
- **Engaging** in high-quality CPD activity
- Applying the learning from this activity in your own school setting and engaging in **professional dialogue**
- Engaging with professional coaching/mentoring
- Undertaking professional reflection and **evaluating the impact** of the CPD.

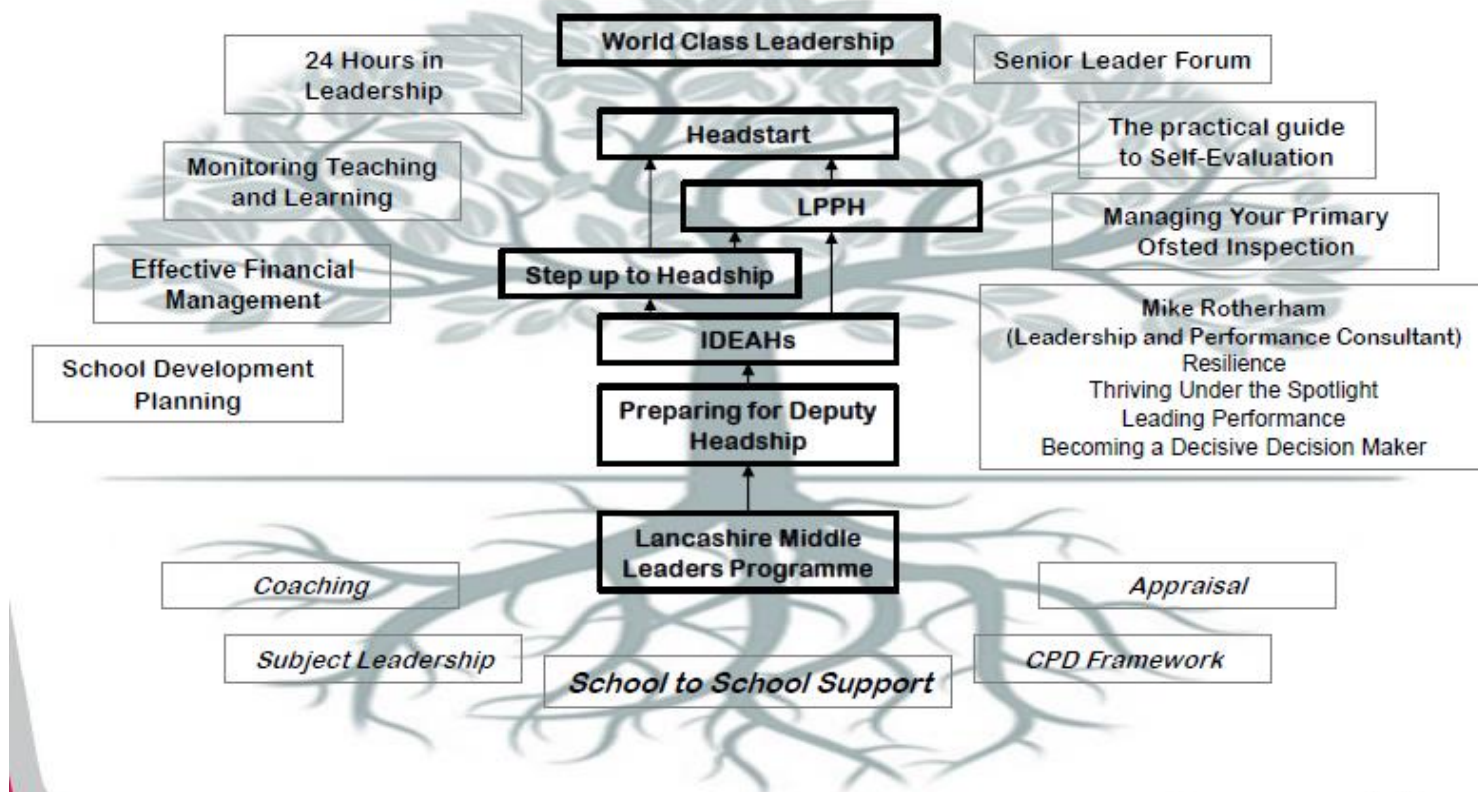
Research tells us that effective CPD:

- Is planned, personalised, sustained, collaborative and evaluated
- Models effective learning and teaching strategies
- Is supported by coaching and mentoring
- Involves individuals in their own needs identification
- Uses specialist input
- Reflects a whole school ethos where all staff take responsibility for CPD
- Has a clearly defined role for the CPD leader
- Is integrated with school development.

This framework takes into account a progression in Teachers and Leadership Standards that teachers/ leaders are expected to develop through CPD activity.

The Framework was designed as three separate sections (one for school leaders, one for teachers and one for support staff) so that schools can use it flexibly. There is no expectation that an individual teacher should progress through each stage. For example, an NQT may begin to develop the skills of a subject leader and have regard to the first stage of the leadership CPD framework.

# Growing Leaders in Lancashire



## Opportunities for continuing professional development Established Headteachers

At a school level...	In local networks...	Within the Local Authority...	Nationally & Regionally...
<ul style="list-style-type: none"> <li>• Lead safeguarding training</li> <li>• Lead school-based innovation</li> <li>• Work with and develop the governing body/ trust</li> <li>• Engage with your own appraisal...consider using a 360 degree review: an audit tool which supports self-reflection against the headteachers' standards informed by feedback from a range of stakeholders</li> <li>• Maintain a professional portfolio</li> <li>• Undertake action research at a leadership level</li> <li>• Undertake a course of accredited study (MA, Ed.D)</li> <li>• Engage in professional reading</li> <li>• Engage in supervision</li> <li>• Engage in coaching</li> </ul>	<ul style="list-style-type: none"> <li>• Co-leadership of networks</li> <li>• Work with leaders in other agencies</li> <li>• Support schools in difficulty</li> <li>• Undertake visits to other schools</li> <li>• Host teachers and leaders from other schools</li> <li>• Develop supportive cross-phase links</li> <li>• Participate in World Class Schools</li> <li>• Engage with Teaching Schools and Teaching School Alliances</li> <li>• Engage with school to school support</li> <li>• Engage in peer review</li> </ul>	<ul style="list-style-type: none"> <li>• Complete safeguarding training for your role</li> <li>• Lead courses in an area of expertise</li> <li>• Prepare for/ Lead a formal collaboration or federation of schools</li> <li>• Leadership &amp; Management Training programmes, courses &amp; conferences (SI)</li> <li>• Participate in Termly Forums</li> <li>• Participate in Annual Conferences</li> <li>• E.g.24 Hours in Leadership</li> <li>• Participate in Breakfast Briefings</li> <li>• Contribute to LA steering groups, committees &amp; local consortia</li> <li>• Contribute to new headteacher induction programmes</li> <li>• Undertake Associate/ Acting Headship</li> <li>• Undertake mentoring &amp; coaching of other headteachers</li> <li>• Train in statutory responsibilities and core duties of senior leaders</li> <li>• (e.g. safeguarding, health &amp; safety, diversity)</li> <li>• Undertake Associate Adviser work/training</li> <li>• Seek CPD support/advice from School Adviser</li> <li>• Multi-agency training</li> <li>• Undertake integrated leadership development activity with other professionals</li> <li>• Undertake Local Leaders/National Leaders in Education training</li> <li>• Support the LA delivery of Inset</li> <li>• Support and drive LA initiatives</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in NPQEL National Professional Qualification for Executive Leadership</li> <li>• Participate in International Placements (Socrates Erasmus Programme)</li> <li>• Host trainee headteachers</li> <li>• Train as an Ofsted Inspector</li> <li>• Attend regional Conferences</li> <li>• Join leadership networks</li> <li>• Visit centres of excellence</li> <li>• Accreditation for National Leaders of Education Programme (NLE)</li> <li>• Attend Subject Association CPD events</li> <li>• Attend Professional Association CPD events</li> <li>• Use Twitter account to follow for example Ofsted, DfE, The Guardian</li> <li>• Attend national exhibitions</li> <li>• Participate in Teaching Schools programmes</li> <li>• Train as Diocesan inspector</li> <li>• Support Diocesan associate adviser teams</li> <li>• Engage with school to school support</li> <li>• Bookmark and follow key Websites:</li> </ul> <p>The Knowledge Hub  <a href="https://khub.net/">https://khub.net/</a>  <a href="https://www.ambitionschoolleadership.org.uk/">https://www.ambitionschoolleadership.org.uk/</a>  <a href="http://www.lancshiresafeguarding.org.uk/learning-development/7-minute-briefings.aspx">http://www.lancshiresafeguarding.org.uk/learning-development/7-minute-briefings.aspx</a></p>

## Opportunities for continuing professional development New to Headship

At a school level...	In local networks...	Within the Local Authority...	Nationally & Regionally...
<ul style="list-style-type: none"> <li>• Lead safeguarding training</li> <li>• <a href="http://www.lancshiresafeguarding.org.uk/learning-development/7-minute-briefings.aspx">http://www.lancshiresafeguarding.org.uk/learning-development/7-minute-briefings.aspx</a></li> <li>• Work with and develop the governing body</li> <li>• Engage with your own appraisal</li> <li>• Maintain a professional portfolio</li> <li>• Undertake a whole school review with your SSG adviser</li> <li>• Lead school-based innovation</li> <li>• Undertake action research at a leadership level</li> <li>• Undertake a course of accredited study (MA, Ed.D)</li> <li>• Engage in professional reading</li> <li>• Engage in supervision</li> <li>• Engage in coaching</li> </ul>	<ul style="list-style-type: none"> <li>• Undertake visits to other schools</li> <li>• Contribute to the strategic leadership and development of local networks</li> <li>• Work with leaders in other agencies</li> <li>• Carry out partnered walk-throughs in other schools</li> <li>• Host teachers and leaders from other schools</li> <li>• Develop coaching cultures within school</li> <li>• Engage with school to school support</li> <li>• Engage in peer review</li> </ul>	<ul style="list-style-type: none"> <li>• Complete safeguarding training for your role</li> <li>• Be mentored by an experienced headteacher</li> <li>• Participate in HeadStart (LA Induction Programme)</li> <li>• Engage in professional dialogue re: CPD support/advice with a school adviser (as part of the School Service Guarantee)</li> <li>• Participate in key Leadership &amp; Management Training programmes, courses &amp; conferences</li> <li>• Train in statutory responsibilities and core duties of senior leaders (e.g. safeguarding, health &amp; safety, diversity)</li> <li>• Attend Termly Forums</li> <li>• Participate in Annual Conferences</li> <li>• E.g.24 Hours in Leadership</li> <li>• Attend Breakfast Briefings</li> <li>• Support delivery of courses</li> <li>• Support and drive LA initiatives</li> </ul>	<ul style="list-style-type: none"> <li>• Bookmark and follow key Websites:</li> <li>• The Knowledge Hub</li> <li>• <a href="https://khub.net/">https://khub.net/</a></li> <li>• Attend Professional Association CPD events</li> <li>• Set up and use Twitter account to follow for example Ofsted, DfE, The Guardian</li> <li>• Attend National Exhibitions</li> <li>• Participate in Teaching Schools programmes</li> <li>• Engage with school to school support</li> <li>• Develop coaching cultures within school</li> <li>• Participate in Diocesan induction programme for new to headship</li> </ul>

# Opportunities for continuing professional development

## Deputy and Assistant Headteacher

At a school level...	In local networks...	Within the Local Authority...	Nationally & Regionally...
<ul style="list-style-type: none"> <li>• Complete/ lead safeguarding training appropriate for your role</li> <li>• Lead whole school aspect</li> <li>• (e.g. curriculum, teaching and learning, assessment, inclusion)</li> <li>• Undertake action research at a leadership level</li> <li>• Lead school-based innovation</li> <li>• Spend time as Acting Headteacher</li> <li>• Shadow the headteacher</li> <li>• Observe and/ or lead meetings of the governing body</li> <li>• Participate in health and safety walks/ audits</li> <li>• Plan and manage the recruitment and selection process</li> <li>• Lead and manage opportunities for whole-school CPD (CPD Co-ordinator)</li> <li>• Evaluate whole-school data and contribute to the ROSE</li> <li>• Develop an understanding of the school's budget &amp; budget management systems and participate in a finance meeting</li> <li>• Lead a walk-through</li> <li>• Liaise with external support agencies</li> <li>• Engage with your own appraisal</li> <li>• Maintain a professional portfolio</li> <li>• Act as reviewer for appraisal</li> <li>• Undertake a course of accredited study (MA)</li> <li>• Teach across the key stages</li> <li>• Engage in professional reading</li> <li>• Engage in supervision</li> </ul>	<ul style="list-style-type: none"> <li>• Lead moderation</li> <li>• Undertake visits to other schools</li> <li>• Contribute to the strategic leadership and development of local networks</li> <li>• Work with leaders in other agencies</li> <li>• Carry out partnered walk-throughs in other schools</li> <li>• Host teachers and leaders from other schools</li> <li>• Attend Deputies' networks</li> </ul>	<ul style="list-style-type: none"> <li>• Complete safeguarding training for your role</li> <li>• Participate in IDeAHs (LA Induction Programme)</li> <li>• Participate in Leadership &amp; Management Training programmes, courses &amp; conferences:</li> <li>• LPPH</li> <li>• (for Deputy and Assistant Heads approximately 12 months away from headship)</li> <li>• Step up to Headship</li> <li>• (for Deputy and Assistant Heads considering headship and approximately 36 months away from headship)</li> <li>• Train in statutory responsibilities and core duties of senior leaders (e.g. safeguarding, health &amp; safety, diversity)</li> <li>• Attend Termly Forums</li> <li>• Participate in Annual Conferences</li> <li>• E.g. 24 Hours in Leadership</li> <li>• Breakfast Briefings</li> <li>• Secondments</li> <li>• E.g. Act as an Associate/ Acting Headteacher or Associate/ Acting Deputy Headteacher in other schools</li> <li>• Be trained as an appraisal reviewer</li> <li>• Seek CPD support/advice from School Adviser</li> <li>• Supporting the LA delivery of Inset</li> <li>• Provide school to school support</li> <li>• World Class schools</li> <li>• Support and drive LA initiatives</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in Diocesan Programmes for potential leaders</li> <li>• Participate in NPQH</li> <li>• Participate in International Placements</li> <li>• Bookmark and follow key professional websites:</li> <li>• The Knowledge Hub</li> <li>• <b><a href="https://khub.net/">https://khub.net/</a></b></li> <li>• Attend Subject Association CPD events</li> <li>• Attend Professional Association CPD events</li> <li>• Train and gain accreditation as an SLE</li> <li>• Use Twitter account to follow for example Ofsted, DfE, The Guardian</li> <li>• Gain NPQSL (National Qualification of Senior Leadership)</li> <li>• Develop coaching cultures within school</li> <li>• Participate in Teaching Schools programmes</li> <li>• Provide school to school support</li> </ul>



## Opportunities for continuing professional development Experienced Middle Leaders

At a school level...	In local networks...	Within the Local Authority...	Nationally & Regionally...
<ul style="list-style-type: none"> <li>• Complete safeguarding training for your role</li> <li>• Shadow the recruitment and selection process</li> <li>• Take on the role of NQT Induction Tutor</li> <li>• Mentor new subject leaders</li> <li>• Lead a core subject</li> <li>• Analyse and discuss school performance data with a member of the senior leadership team</li> <li>• Act as an appraiser</li> <li>• Support new middle leaders as coach/mentor</li> <li>• Shadow a deputy headteacher or assistant headteacher</li> <li>• Contribute to school-based innovation</li> <li>• Make a contribution to links with the governing body (through link governors or reports to governors)</li> <li>• Work with external support agencies</li> <li>• Engage with your own professional development and appraisal</li> <li>• Maintain a professional portfolio</li> <li>• Take part in a supported walk-through</li> <li>• Identify and facilitate CPD for colleagues</li> <li>• Lead INSET</li> <li>• Take responsibility for a budget cost centre</li> <li>• Undertake action research</li> <li>• Undertake a course of accredited study (MA)</li> <li>• Teach across the key stages</li> <li>• Engage in professional reading</li> <li>• Engage in supervision</li> </ul>	<ul style="list-style-type: none"> <li>• Undertake visits to other schools</li> <li>• Host teachers from other schools</li> <li>• Take on a leadership role within local networks</li> <li>• Participate in partnered walk-through in other schools</li> <li>• Join and attend Subject Leaders' networks</li> <li>• Participate in moderation</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in Preparation for Deputy Headship</li> <li>• Participate in Leadership &amp; Management Training Programmes and courses</li> <li>• Participate in Subject Leader &amp; subject-specific training &amp; development programmes</li> <li>• Participate in Potential School Leaders' Network</li> <li>• Train in statutory responsibilities and core duties of senior leaders</li> <li>• E.g. safeguarding, health &amp; safety, diversity</li> <li>• Consider secondment opportunity</li> <li>• E.g. act as an Associate Deputy/Assistant Headteacher or Associate Teacher in other schools</li> <li>• Leading Teacher &amp; Leading Subject Leader opportunities</li> <li>• Consider secondment as a Consultant</li> <li>• Consider opportunities to engage in an improvement project</li> <li>• E.g. learning teams, assessment working parties</li> <li>• Train as an NQT Induction Tutor</li> <li>• Participate in Lancashire Middle Leader Programme</li> <li>• Participate in appraisal reviewer training</li> <li>• Seek CPD support/advice from School Adviser</li> <li>• Provide school to school support</li> <li>• Support and drive LA initiatives</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in NPSML (National Qualification of Middle Leadership)</li> <li>• Participate in International Placements (Socrates)</li> <li>• Gain accreditation as an SLE</li> <li>• Attend Subject Association CPD events</li> <li>• Attend Professional Association CPD events</li> <li>• Use Twitter account to follow for example Ofsted, DfE, The Guardian</li> <li>• Participate in NPSQL (National Qualification of Senior Leadership)</li> <li>• Develop coaching cultures within school</li> <li>• Participate in Teaching Schools programmes</li> <li>• Bookmark and follow key professional websites: The Knowledge Hub <b><a href="https://khub.net/">https://khub.net/</a></b></li> <li>• Consider and participate in Diocesan Programmes for potential leaders</li> </ul>

## Opportunities for continuing professional development New Middle Leaders

At a school level...	In local networks...	Within the Local Authority...	Nationally & Regionally...
<ul style="list-style-type: none"> <li>• Complete safeguarding training for your role</li> <li>• Shadow the induction process</li> <li>• Discuss school performance data with a member of the senior leadership team</li> <li>• Be mentored and trained by an experienced middle leader</li> <li>• Contribute to school-based innovation</li> <li>• Lead INSET</li> <li>• Lead a working group on a specific whole-school issue</li> <li>• Make a contribution to links with the governing body (through link governors or reports to governors)</li> <li>• Work with external support agencies</li> <li>• Engage with your own professional development and appraisal</li> <li>• Maintain a professional portfolio</li> <li>• Take part in a supported walk-through</li> <li>• Undertake the role of Trainee Mentor</li> <li>• Identify training and development needs of other staff</li> <li>• Report to the senior leadership team on your area of responsibility</li> <li>• Take responsibility for a budget cost centre</li> <li>• Undertake action research</li> <li>• Undertake a course of accredited study (MA)</li> <li>• Engage in professional reading</li> <li>• Engage in supervision</li> </ul>	<ul style="list-style-type: none"> <li>• Visit other schools</li> <li>• Take part in the activities of a local network</li> <li>• Undertake partnered walk-throughs in other schools</li> <li>• Participate in Subject Leaders' Network</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in Leadership &amp; Management Training Programmes and courses</li> <li>• E.g. Lancashire Middle Leader programme</li> <li>• Consider secondment opportunities</li> <li>• E.g. Act as Associate Teacher in other schools</li> <li>• Leading Teacher opportunities</li> <li>• Train as a mentor for trainees</li> <li>• E.g. students, work placements, TAs</li> <li>• Undertake subject leader training</li> <li>• Engage in an improvement project</li> <li>• E.g. learning teams, assessment working parties</li> <li>• Seek CPD support/advice from School Adviser</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in International Placements (Socrates)</li> <li>• Attend Subject Association CPD events</li> <li>• Attend Professional Association CPD events</li> <li>• Use Twitter account to follow for example Ofsted, DfE, The Guardian</li> <li>• Develop coaching cultures within school</li> <li>• Participate in Teaching Schools' programmes</li> <li>• Bookmark and follow key professional websites: The Knowledge Hub <b><a href="https://khub.net/">https://khub.net/</a></b></li> </ul>

## Opportunities for continuing professional development Experienced Teachers

At a school level...	In local networks...	Within the Local Authority...	Nationally & Regionally...
<ul style="list-style-type: none"> <li>• Complete safeguarding training for your role</li> <li>• Lead a working group on a specific whole-school issue</li> <li>• Lead INSET for teachers &amp;/or support staff</li> <li>• Develop a broader range of expertise &amp;/or capabilities that can be used within and across schools</li> <li>• E.g. teach in a different key stage ~ lead a different subject</li> <li>• Take part in a supported walk-through</li> <li>• Discuss school performance data (at an individual class level) with a member of the senior leadership team</li> <li>• Undertake the role of Trainee Mentor</li> <li>• Identify training and development needs of other staff</li> <li>• Report to the senior leadership team on standards in your areas of responsibility</li> <li>• Take responsibility for a budget</li> <li>• E.g. subject, aspect, PTA etc.</li> <li>• Act as a mentor or coach to other teachers</li> <li>• Contribute to school-based innovation</li> <li>• Make a contribution to links with the governing body</li> <li>• E.g. through link governors ~ reports to governors ~ act as a staff governor</li> <li>• Work with external support agencies</li> <li>• Engage with your own professional development and appraisal</li> <li>• Maintain a professional portfolio</li> <li>• Undertake action research</li> <li>• Undertake a course of accredited study (Post-Graduate certificate, diploma, MA)</li> <li>• Engage in professional reading</li> <li>• Engage in supervision</li> </ul>	<ul style="list-style-type: none"> <li>• Visit other schools</li> <li>• Take part in the activities of a local network ~ possibly leading on an aspect of personal strength</li> <li>• Undertake a partnered walk-through in other schools</li> <li>• Join a Subject Leaders' Network</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in Leadership &amp; Management Training Programmes and courses</li> <li>• Consider secondment opportunities</li> <li>• E.g. Act as an Associate Teacher in other schools</li> <li>• Act as a Leading Teacher</li> <li>• E.g. EYFS</li> <li>• Train as a mentor for trainees</li> <li>• Undertake subject leader training</li> <li>• Engage in an improvement project</li> <li>• E.g. learning teams, assessment working parties</li> <li>• Seek CPD support/advice from School Adviser</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in International Placements (Socrates)</li> <li>• Attend Subject Association CPD events</li> <li>• Attend Professional Association CPD events</li> <li>• Use Twitter account to follow for example Ofsted, DfE, The Guardian</li> <li>• Develop coaching skills</li> <li>• Participate in Teaching Schools' programmes</li> <li>• Bookmark and follow key professional websites</li> </ul>

## Opportunities for continuing professional development Teachers

At a school level...	In local networks...	Within the Local Authority...	Nationally & Regionally...
<ul style="list-style-type: none"> <li>• Complete safeguarding training for your role</li> <li>• Engage with your own professional development and appraisal- considering your career development</li> <li>• Maintain a professional portfolio</li> <li>• Develop areas of expertise &amp;/or capabilities that can be used within the school</li> <li>• E.g. towards subject leadership, developing subject knowledge, understanding of AfL, SEND, teach a different age group</li> <li>• Make a contribution to links with the governing body</li> <li>• E.g. through link governors ~ reports to governors ~ act as a staff governor</li> <li>• Work with external support agencies</li> <li>• Be supported in analysing pupil data for your own class</li> <li>• Contribute to the training and development needs of support staff</li> <li>• Support a trainee teacher in their class</li> <li>• Contribute to school-based innovation</li> <li>• Participate in a working group on a specific whole-school issue</li> <li>• Contribute to staff meetings</li> <li>• Deepen understanding of teaching &amp; learning strategies and the curriculum</li> <li>• E.g. welcome coaching, seek advice, be observed, observe others teach, act on feedback on your teaching</li> <li>• Join a professional association</li> <li>• Undertake team-teaching/lesson study</li> <li>• Undertake action research</li> <li>• Undertake a course of accredited study (Post-Graduate certificate, diploma, MA)</li> <li>• Engage in professional reading</li> <li>• Engage in supervision</li> </ul>	<ul style="list-style-type: none"> <li>• Visit other schools</li> <li>• Observe teaching in other contexts e.g. different phase, catchment, special school etc.</li> <li>• Network with other teachers teaching the same year groups</li> <li>• E.g. to co-plan, assess pupils' work etc.</li> <li>• Visit other teachers within the network</li> <li>• Take part in the activities and joint-research of a local network</li> <li>• Undertake a partnered walk-through in other schools</li> <li>• Join a Subject Leaders' Network</li> </ul>	<ul style="list-style-type: none"> <li>• Generic &amp; subject-specific training</li> <li>• E.g. assessment, subject leadership</li> <li>• Undertake accredited training</li> <li>• Visit an excellent practitioner</li> <li>• Train as a mentor for trainee teachers</li> <li>• Engage in an improvement project</li> <li>• E.g. learning teams, assessment working parties</li> <li>• Seek CPD support/advice from School Adviser</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in International Placements (Socrates)</li> <li>• Make links with Education Business Partnerships and other external partners</li> <li>• Attend Subject Association CPD events</li> <li>• Attend Professional Association CPD events</li> <li>• Use Twitter account to follow for example Ofsted, DfE, The Guardian</li> <li>• Participate in Teaching Schools' programmes</li> <li>• Bookmark and follow key professional websites</li> </ul>

## Opportunities for continuing professional development Recently Qualified Teachers

At a school level...	In local networks...	Within the Local Authority...	Nationally & Regionally...
<ul style="list-style-type: none"> <li>• Complete safeguarding training for your role</li> <li>• Continue to engage with your own professional development</li> <li>• Deepen understanding of teaching &amp; learning strategies and the curriculum E.g. welcome coaching, seek advice, be observed, observe others teach, act on feedback on your teaching</li> <li>• Be supported in using pupil data for your own class to plan future learning</li> <li>• Lead support staff in planning for pupils' learning ~ explaining approaches and strategies used</li> <li>• Identify possible areas of expertise for development of subject leadership</li> <li>• E.g. subject responsibility, specialisms etc.</li> <li>• Participate in a working group on a specific whole-school issue</li> <li>• Contribute to staff meetings</li> <li>• Undertake team-teaching</li> <li>• Shadow other staff with specific responsibilities</li> <li>• E.g. SENDCo, subject leader</li> <li>• Contribute to school-based innovation</li> <li>• Use release time effectively to support CPD</li> <li>• Join a professional association</li> <li>• Engage in professional reading</li> <li>• Engage in supervision</li> </ul>	<ul style="list-style-type: none"> <li>• Visit other schools</li> <li>• Observe teaching in other contexts</li> <li>• E.g. different phase, catchment, special school etc.</li> <li>• Network with other teachers</li> <li>• E.g. other RQTs, other teachers teaching the same year groups</li> <li>• Visits to other teachers within the network</li> <li>• Take part in the activities and joint-research of a local network</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in generic &amp; subject-specific training</li> <li>• Participate in visits to excellent practitioners</li> <li>• Engage in an improvement project</li> <li>• E.g. learning teams, assessment working parties</li> <li>• Seek CPD support/advice from School Adviser</li> <li>• E.g. assessment, subject leadership</li> <li>• Undertake accredited training</li> </ul>	<ul style="list-style-type: none"> <li>• Attend Professional Association CPD events</li> <li>• Participate in Teaching Schools' programmes</li> <li>• Bookmark and follow key professional websites</li> </ul>

## Opportunities for continuing professional development Newly Qualified Teachers

At a school level...	In local networks...	Within the Local Authority...	Nationally & Regionally...
<ul style="list-style-type: none"> <li>• Complete safeguarding training for your role</li> <li>• Engage with support from an induction tutor and participate in an induction programme</li> <li>• Continue to engage with your own professional development</li> <li>• Deepen understanding of teaching &amp; learning strategies and the curriculum E.g. welcome coaching, seek advice, be observed, observe others teach, act on feedback on your teaching</li> <li>• Be supported in using pupil data for your own class to plan future learning</li> <li>• Lead support staff in planning for pupils' learning ~ explaining approaches and strategies used</li> <li>• Identify possible areas of expertise for future development</li> <li>• E.g. subject responsibility, specialisms etc.</li> <li>• Participate in a working group on a specific whole-school issue</li> <li>• Contribute to staff meetings</li> <li>• Undertake team-teaching</li> <li>• Shadow other staff with specific responsibilities</li> <li>• E.g. SENDCo, subject leader</li> <li>• Contribute to school-based innovation</li> <li>• Use release time effectively to support CPD</li> <li>• Join a professional association</li> <li>• Engage in professional reading</li> </ul>	<ul style="list-style-type: none"> <li>• Visit other schools</li> <li>• Observe teaching in other contexts</li> <li>• E.g. different phase, catchment, special school etc.</li> <li>• Network with other teachers</li> <li>• E.g. other NQTs, other teachers teaching the same year groups</li> <li>• Visits to other teachers within the network</li> <li>• Take part in the activities and joint-research of a local network</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in NQT Conferences &amp; NQT-specific-training</li> <li>• Attend NQT Clusters</li> <li>• Participate in visits to excellent practitioners</li> <li>• Opportunities to engage in an improvement project</li> <li>• E.g. learning teams, assessment working parties</li> <li>• Seek CPD support/advice from School Adviser</li> </ul>	<ul style="list-style-type: none"> <li>• Links with ITT (Initial Teacher Training) providers</li> <li>• E.g. CPD modules from their University</li> <li>• Attend Professional Association CPD events</li> <li>• Participate in Teaching Schools' programmes</li> <li>• Bookmark and follow key professional websites</li> </ul>

## Opportunities for continuing professional development Learning Mentors, Family Support Worker, Parental Liaison etc.

At a school level...	In Local Networks...	Within the Local Authority...	Nationality & Regionally...
<ul style="list-style-type: none"> <li>• Complete safeguarding training for your role</li> <li>• Engage with own performance management</li> <li>• Maintain a professional portfolio</li> <li>• Work with external support agencies</li> <li>• Contribute to school based innovations</li> <li>• Participate in a working group for school improvement</li> <li>• Contribute to staff meetings</li> <li>• Deeper understanding of their role e.g. by being observed, acting on feedback</li> <li>• Deeper understanding of their role through school INSET</li> <li>• Network with other staff in school feedback</li> <li>• Participate in a working group</li> <li>• Join a trade union</li> <li>• Read professionally</li> <li>• Engage in supervision</li> </ul>	<ul style="list-style-type: none"> <li>• Visit other schools</li> <li>• Attend local learning mentor networks</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in role specific training</li> <li>• Undertake accredited training</li> <li>• Seek CPD support/advice from School Advisor</li> <li>• Attend cluster meetings</li> <li>• Attend LA conferences</li> </ul>	<ul style="list-style-type: none"> <li>• Bookmark and follow key professional websites</li> <li>• Use Twitter account to follow for example DfE</li> <li>• Links with HE institutions</li> <li>• E.g. degrees.</li> </ul>

## Opportunities for continuing professional development Higher Level Teaching Assistants

At a school level...	In Local Networks...	Within the Local Authority...	Nationality & Regionally...
<ul style="list-style-type: none"> <li>• Complete safeguarding training for your role</li> <li>• Engage with own performance management</li> <li>• A self-assessment guide is available here:</li> <li>• <a href="https://educationendowmentfoundation.org.uk/tools/making-best-use-of-teaching-assistants">https://educationendowmentfoundation.org.uk/tools/making-best-use-of-teaching-assistants</a></li> <li>• Maintain a professional portfolio</li> <li>• Maintain and implement an area of expertise within the school</li> <li>• Work with external support agencies</li> <li>• Contribute to school based innovations</li> <li>• Participate in a working group</li> <li>• Contribute to staff meetings</li> <li>• Deeper understanding of teaching and learning strategies and the curriculum E.g. by observations, INSET</li> <li>• Network with different teachers in school.</li> <li>• Support the induction of new TAs</li> <li>• Coach and mentor other TAs</li> <li>• Line manage and/or co-ordinate other TAs</li> <li>• Join a trade union</li> <li>• Read professionally</li> </ul>	<ul style="list-style-type: none"> <li>• Visit other schools</li> <li>• Observe TAs in other contexts</li> <li>• E.g. different phase, special school, etc.</li> <li>• Attend TA/HLTA local network meetings</li> <li>• Network with other support staff in school</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in role specific training E.g. management skills for HLTAs and TAs</li> <li>• Undertake accredited training</li> <li>• E.g. improving subject knowledge (Learning Excellence)</li> <li>• Gain HLTA status</li> <li>• Attend specialist courses for TAs and HLTAs</li> <li>• E.g. maths, science, SEN.(Learning Excellence)</li> </ul>	<ul style="list-style-type: none"> <li>• Bookmark and follow key professional websites</li> <li>• Links with HE institutions</li> <li>• E.g. foundation degree, degree.</li> <li>• Links with FE institutions</li> <li>• E.g. coaching, mentoring.</li> <li>• Read TA forums in The Times Educational Supplement</li> </ul>



## Opportunities for continuing professional development Teaching Assistants

At a school level...	In Local Networks...	Within the Local Authority...	Nationality & Regionally...
<ul style="list-style-type: none"> <li>• Complete safeguarding training for your role</li> <li>• Engage with own performance management A self-assessment guide is available here:</li> <li>• <a href="https://educationendowmentfoundation.org.uk/tools/making-best-use-of-teaching-assistants">https://educationendowmentfoundation.org.uk/tools/making-best-use-of-teaching-assistants</a></li> <li>• Maintain a professional portfolio</li> <li>• Develop an area of expertise that can be used within the school</li> <li>• Work with external support agencies</li> <li>• Support the induction of new TAs</li> <li>• Contribute to school based innovations</li> <li>• Participate in a working group</li> <li>• Contribute to staff meetings</li> <li>• Deepen understanding of teaching and learning strategies and the curriculum</li> <li>• E.g. by observations.</li> <li>• Deepen understanding of teaching and learning and the curriculum through INSET</li> <li>• Network with different teachers in school</li> <li>• Join a trade union</li> </ul>	<ul style="list-style-type: none"> <li>• Visit other schools</li> <li>• Observe TAs in other contexts</li> <li>• E.g. different phase, special school, etc.</li> <li>• Attend TA/HLTA local network meetings</li> <li>• Network with other support staff in school</li> </ul>	<ul style="list-style-type: none"> <li>• Undertake accredited training</li> <li>• Training and preparation towards HLTA status</li> <li>• Attend specialist courses for TAs</li> <li>• E.g. literacy, science, SEN. (Learning Excellence)</li> </ul>	<ul style="list-style-type: none"> <li>• Bookmark and follow key professional websites</li> <li>• E.g. LGFL.</li> <li>• Link with HE institutions</li> <li>• E.g. degree, QCF</li> <li>• Supporting teaching and Learning qualification (levels 2 and 3) or a level 2 or 3 apprenticeship</li> <li>• TA forums in The Times Educational Supplement</li> </ul>

## Opportunities for continuing professional development Premises Staff

At a school level...	In Local Networks...	Within the Local Authority...	Nationality & Regionally...
<ul style="list-style-type: none"> <li>• Complete safeguarding training for your role</li> <li>• Engage with own performance management</li> <li>• Maintain a professional portfolio</li> <li>• Take part in own induction training</li> <li>• Identify and develop an area of expertise</li> <li>• Support the induction of new staff E.g. cleaning staff</li> <li>• Contribute to school based innovations</li> <li>• Participate in In house training</li> <li>• Work with external agencies</li> <li>• Attend whole school staff meetings</li> <li>• Join a trade union</li> <li>• Mentor an apprentice</li> </ul>	<ul style="list-style-type: none"> <li>• Visit other schools</li> <li>• Observe other site supervisors and cleaners in other schools</li> <li>• Attend cluster meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Management skills</li> <li>• Participate in generic training:               <ul style="list-style-type: none"> <li>➢ Health and Safety</li> <li>➢ Manual handling</li> <li>➢ COSH training</li> </ul> </li> <li>• Participate in specialist courses:               <ul style="list-style-type: none"> <li>➢ different cleaning equipment</li> <li>➢ asbestos training</li> </ul> </li> <li>• Gain QCF in cleaning and support services Level 1/2</li> </ul>	<ul style="list-style-type: none"> <li>• Bookmark and follow key professional websites</li> <li>• Gain accredited qualifications at local colleges</li> <li>• Gain accredited courses in scaffolding and mobile towers</li> <li>• Apprenticeships various areas at level 2/3 Examples:               <ul style="list-style-type: none"> <li>➢ Brickwork (Levels 2 and 3)</li> <li>➢ Carpentry and Joinery (Levels 2 &amp; 3)</li> <li>➢ Cleaning &amp; Support Services (Level 2)</li> <li>➢ Floor Covering (Level 2)</li> <li>➢ Maintenance Operations (Level 2)</li> <li>➢ General Construction Operations (GCO) (Level 2)</li> <li>➢ Painting and Decorating (Levels 2 &amp; 3)</li> <li>➢ Plastering (Levels 2 &amp; 3)</li> <li>➢ Plumbing (Levels 2 &amp; 3)</li> </ul> </li> </ul>

## Opportunities for continuing professional development Welfare Staff / Midday Supervisors

At a school level...	In Local Networks...	Within the Local Authority...	Nationality & Regionally...
<ul style="list-style-type: none"> <li>• Complete safeguarding training for your role</li> <li>• Engage with own performance management</li> <li>• Maintain a professional portfolio.</li> <li>• Work with external agencies.</li> <li>• Support the induction of new welfare staff</li> <li>• Contribute to school based innovations</li> <li>• Contribute to team meetings</li> <li>• Attend school based training</li> <li>• E.g. First Aid</li> <li>• Network with other support staff in school</li> <li>• Join a trade union</li> </ul>	<ul style="list-style-type: none"> <li>• Network meetings with other schools</li> <li>• Attend local network meetings</li> <li>• Network with support staff in other schools</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in role specific training</li> <li>• E.g. induction courses – on request</li> <li>• Participate in specialist training on behaviour management and first aid</li> </ul>	<ul style="list-style-type: none"> <li>• Links with HE institutions</li> <li>• National database of accredited qualifications</li> </ul>

## Opportunities for continuing professional development Administration & Bursars

At a school level...	In Local Networks...	Within the Local Authority...	Nationality & Regionally...
<ul style="list-style-type: none"> <li>• Complete safeguarding training for your role</li> <li>• Identify ways that systems and /or procedures can be improved in your school and discussions with line manager, implement the changes</li> <li>• Act on feedback from colleagues on systems they feel could be improved</li> <li>• Budget monitoring experience - increase involvement and skills following discussions with line manager</li> <li>• Undertake work shadowing of colleagues in school to get a better understanding of roles and responsibilities, pick up new skills and ideas</li> <li>• Coaching / Mentoring</li> <li>• Join a trade union</li> <li>• Mentor an apprentice</li> </ul>	<ul style="list-style-type: none"> <li>• Undertake a visit to another school to see how their offices are run</li> <li>• Identify good practice across the network and share ideas and resources where possible</li> <li>• Invite input from colleagues in the local authority to give advice and guidance on specialist areas</li> <li>• E.g. personnel, finance, ICT</li> </ul>	<ul style="list-style-type: none"> <li>• Attend Conference / workshops for administrators</li> <li>• Participate in specialist training courses</li> <li>• Consider secondment opportunities</li> <li>• Participate in management training</li> <li>• Join Lancashire Association of School Business Managers</li> </ul>	<ul style="list-style-type: none"> <li>• Gain QCF, certificate and diplomas</li> <li>• E.g. administration, accounting, management,</li> <li>• Apprenticeship in Business Administration</li> <li>• Join National Bursars Association (NBA).</li> <li>• Gain certificate and diploma in school business management</li> </ul>

## Opportunities for continuing professional development Lead Professionals

At a school level...	In Local Networks...	Within the Local Authority...	Nationality & Regionally...
<ul style="list-style-type: none"> <li>• Complete safeguarding training for your role</li> <li>• Engage with own performance management</li> <li>• Maintain a professional portfolio</li> <li>• Work with external support agencies</li> <li>• Contribute to school based innovations</li> <li>• Participate in a working group for school improvement</li> <li>• Contribute to staff meetings</li> <li>• Deepen understanding of their role E.g. by being observed, acting on feedback.</li> <li>• Deepen understanding of their role through school INSET</li> <li>• Network with other staff in school feedback.</li> <li>• Participate in a working group</li> <li>• Join a trade union.</li> <li>• Read professionally</li> </ul>	<ul style="list-style-type: none"> <li>• Visit other schools</li> <li>• Shadow fellow Lead professionals</li> <li>• Attend local lead professional networks</li> </ul>	<ul style="list-style-type: none"> <li>• E-learning on CYP Virtual Learning Environment</li> <li>• <a href="http://cypvle.lancsngfl.ac.uk/">http://cypvle.lancsngfl.ac.uk/</a></li> <li>• Role specific training</li> <li>• E.g. Lead professional 2 day training; CAF/CON rollout training; other specific training</li> <li>• E.g. assessment skills); specialised training from LSCB</li> <li>• Undertake accredited training</li> <li>• Seek CPD support/advice from WTWF coordinators</li> <li>• LP cluster meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Bookmark and follow key professional websites</li> <li>• E.g. Lancashire Children's Trust (Workforce Development section); DFE</li> <li>• Links with HE institutions e.g. accredited qualifications</li> </ul>

Examples of how this CPD framework has been used would be very gratefully received, as would any suggestions for its development and improvement to School Leadership and Management Development Team.

## **For further information please contact:**

The School Improvement Service

**Tel: 01257 516166**

**Email: [advisory.support@lancashire.gov.uk](mailto:advisory.support@lancashire.gov.uk)**