

CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

Principles and values:

LanguageUK is a community of learning where all staff are involved in a continuous process of improvement and enrichment.

LanguageUK is committed to promoting continuous learning.

LanguageUK wants to motivate and better its staff and in turn better its students.

Continuing Professional Development (CPD) is how this organisation achieves this.

All teachers are given a schedule of observations - we aim for each observation to be quarterly, but the exact timing is subject to change depending on circumstances.

All new teachers will be briefly observed within their first month of service and monitored and appraised during the three-month probationary period. There will be at least one formal observation with a full lesson plan every year for all teaching staff. This is to ensure the quality of teaching is being maintained and to identify any areas that need addressing so that it meets the needs of the individual, the students, and the organisation. Further observations may be scheduled with notice at a six-month interval. If a teacher wishes to be observed in a particular class at any time this can be arranged.

We involve all staff in the day-to-day running of the school, allowing you to understand the challenges that we face and the questions we must answer. You are given an active role in decisions regarding student progression as well as issues of welfare and pastoral care.

We will organise a formal appraisal on an annual basis; this is an opportunity to speak openly and individually. This appraisal is intended to be both developmental and evaluative; we consider feedback received from students as well as observation performance. We also discuss the future plans and requests, which are linked to the school's wider management of teaching staff which includes recruitment, induction, development and support, and problem handling.

In other words, appraisals are just one part of the ongoing process of communication between management and staff. It is both developmental and evaluative and is seen as an opportunity both to encourage and praise good work and to provide help with difficulties.

CPD promotes high morale and self-esteem among staff, building a satisfied workforce through personal and professional fulfilment. This is achieved through a variety of levels – through the individual, the team and the whole organisation.

All staff are entitled to high-quality induction and continuing support and development. LanguageUK CPD provision will allow staff to progressively develop skills and abilities, allowing them to build on and reinforce skills and expertise.

In return for a contractual commitment to the school, we are open to providing financial support to any member of staff interested in obtaining a qualification that they feel would be of personal and professional benefit. Please speak to your line manager and HR, with a detailed proposal of costs and benefits.

Teaching staff at LanguageUK have access to the latest courses, seminars, webinars and can book these through the Director of Studies and administration staff. Please discuss with your line manager and HR about the Continual Professional Development of English Language Teachers in the UK.

<https://englishagenda.britishcouncil.org/teachers/professional-development>

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