



---

*Inspiring **G**rowth, **N**urturing **I**ndependence, **T**ransforming **E**ducation*

---

# **Staff CPD, Performance Management & Reporting**

**Approved by: L.Starbuck**

**Last reviewed on: 07/2024**

**Next review due: 07/2025**

## **Table of Contents**

- 1. Introduction**
- 2. Scope**
- 3. Policy Objectives**
- 4. Principles**
- 5. Procedures**
- 6. Review and Update**
- 7. Contact Information**

## Introduction

IGNITE Alternative Provision is committed to supporting the ongoing professional development and performance management of our staff. This document outlines the procedures for continuous professional development and performance assessment, as well as reporting mechanisms to ensure the growth and effectiveness of our workforce.

## Scope

This policy applies to all staff members employed at IGNITE Alternative Provision, including teaching and non-teaching staff, as well as management and leadership roles.

## Policy Objectives

- To promote the continuous professional development of staff to enhance their skills and knowledge.
- To provide a framework for assessing and improving staff performance.
- To ensure transparency and accountability in staff CPD and performance management.

## Procedures

### 1. Continuous Professional Development (CPD)

- a. Needs Assessment:** Needs assessments are conducted regularly to identify the specific training and development needs of staff. These assessments may be based on emerging trends in education, changes in curriculum, technological advancements, or individual staff needs.
- b. Individual CPD Plans:** Staff members are encouraged to create their individual CPD plans that align with their professional goals and the provision's objectives. These plans may include attending workshops, pursuing advanced degrees, participating in webinars, and more.
- c. Access to Resources:** IGNITE Alternative Provision provides access to a variety of resources to support staff CPD, including in-house training, external courses, educational materials, and other relevant resources.
- d. Tracking Progress:** The provision monitors and evaluates the progress of staff CPD on an ongoing basis. It ensures that staff members are making the most of their development opportunities, and adjustments are made as necessary to address evolving needs.

### 2. Performance Management

- a. Performance Reviews:** Annual performance reviews are conducted for all staff members. These reviews assess their performance against key objectives, and they provide a basis for feedback and improvement discussions.
- b. Setting Performance Goals:** Performance goals and objectives are collaboratively established by staff members and their supervisors. These goals should be aligned with the provision's mission and strategic plan, as well as the individual's professional growth.
- c. Feedback and Coaching:** Performance reviews include feedback on staff members' strengths and areas for improvement. The reviews serve as opportunities for coaching and support to help staff members reach their goals.
- d. Development Plans:** If a staff member requires additional support, individual development plans may be created to address specific areas of improvement. These plans outline the steps and resources needed for professional growth.

### **3. Reporting and Accountability**

- a. Annual Reporting: An annual report is generated to summarize staff CPD activities, performance review outcomes, and any actions taken based on these reviews. This report is an accountability tool for tracking progress and ensuring alignment with the provision's goals.
- b. Data Privacy: The provision will maintain the confidentiality of staff performance records, respecting data protection regulations. This safeguards the privacy of staff performance information.
- c. Transparency: Information about staff CPD and performance management is transparent and available to staff members upon request. This promotes openness and a sense of ownership over one's professional development.

### **4. Support and Resources**

- a. Access to Support: Staff members have access to mentors, professional development coordinators, and resources to facilitate their CPD. These support systems are in place to provide guidance and direction in their professional growth journey.
- b. Professional Development Budget: A budget is allocated to support staff CPD. This budget may cover expenses related to attending courses, workshops, conferences, or other development activities, further incentivizing staff members to invest in their professional growth.

### **Review and Update**

The policy emphasises an annual review process to ensure it aligns with the evolving goals of IGNITE Alternative Provision and the changing needs of staff. This dynamic approach ensures that the CPD and performance management procedures stay current and effective.

### **Contact Information**

For any inquiries or concerns related to staff CPD and performance management, please contact:

Leyona Starbuck