

## **Staff CPD and Performance Management Policy**

### **Purpose**

This policy outlines the framework for Continuous Professional Development (CPD) and Performance Management (PM) for all staff within Next Steps Ed CIC. The aim is to ensure high standards of professional practice, foster personal growth, and contribute to the overall development of the provision.

### **Scope**

This policy applies to all staff, including teaching, support, and administrative personnel, ensuring consistency and equity across the provision.

### **Objectives of CPD**

- To provide opportunities for staff to enhance their professional knowledge, skills, and practice.
- To align individual CPD activities with the strategic goals of the provision.
- To create a culture of lifelong learning and reflective practice.

## **Framework**

### **Induction Training**

All new staff will receive mandatory induction training within their first month, covering safeguarding, behavior management, and key policies.

### **Ongoing CPD**

CPD training will be aligned with identified priorities of Next Steps Ed and individual staff development needs.

### **Types of CPD:**

- Internal training sessions and workshops
- External courses and conferences
- Peer observation and mentoring
- Online training platforms and webinars.

### **CPD Logs**

Next Steps Ed maintains a comprehensive log of all staff CPD within our Single Central Record (SCR).

## Funding and Support

The provision will allocate resources to support CPD, including course fees, travel expenses, and designated CPD time. Priority will be given to CPD activities directly impacting student outcomes and strategic goals.

## Performance Management Procedures

### Objectives of Performance Management

- To support professional growth and accountability.
- To identify strengths, areas for development, and future career aspirations.
- To ensure that individual performance aligns with the values and goals of the provision.

### Performance Management Cycle

The performance management process will be structured as follows:

#### Objective Setting:

- Objectives will be SMART (Specific, Measurable, Achievable, Relevant, Time-bound)
- At least one objective must focus on improving student outcomes.

#### Mid-Year Review

- A review meeting will be held mid-year to monitor progress and adjust objectives if necessary.

#### End-of-Year Review

- A formal review to assess performance against objectives.

### Appraisal Meetings

All staff will have an annual appraisal meeting conducted by their line manager. Appraisals will focus on: Achievement of agreed objectives, professional development activities and their impact & future goals and career development plans.

### Documentation and Confidentiality

- All appraisal records will be maintained confidentially.
- Staff will have access to their appraisal documentation.

## Responsibilities

### Senior Leadership Team (SLT)

- Ensure the provision and facilitation of CPD opportunities.
- Monitor the implementation of the performance management process.

### **Line Managers**

- Conduct appraisals and provide feedback to staff.
- Support staff in identifying CPD needs and opportunities.

### **Staff Members**

- Actively participate in CPD activities and performance management processes.
- Take ownership of personal and professional development.

## **Policy Review**

This policy will be reviewed annually by the Leadership Team, considering staff feedback and organisational priorities.

**Policy Review Date:** 10th December 2025

**Policy Approved By:** Mica Smith - Director