

A Calendar of CPD Activity: some suggested activities

SUMMER TERM

Identify needs of new staff before they take up their posts
Collate professional development needs emerging from performance management
Analyse professional development priorities emerging from school improvement planning
Hold formal and informal discussions with individuals, team leaders etc
At the end of term, summarise briefly the main impact of professional development emerging from evidence gathered during summer term.

AUTUMN TERM

Consider the implications for professional development of analysis of external and internal performance data
Analyse PANDA information and assess any professional development priorities
Liaise over any professional development needs arising from target setting
Hold formal and informal discussions with individuals, team leaders
Liaise with colleagues leading on work scrutiny to assess any professional development priorities
At the end of term, summarise briefly the main impact of professional development emerging from evidence gathered during autumn term.

SPRING TERM

Liaise with colleagues leading on work scrutiny to assess any professional development priorities
Participate in the review of the school improvement plan and any updated professional development needs
Obtain any information from governors regarding their assessment of priorities
Consider relationship of professional development with school staffing needs/succession planning
Hold formal and informal discussions with individuals, team leaders etc
At the end of term, summarise briefly the main impact of professional development emerging from evidence gathered during spring term.

With acknowledgement to the CPD Toolkit, produced by the East Midlands CPD Partnership