

**ABERDEEN CITY COUNCIL – PLANNING & POLICY FOR EDUCATION
CULTURE & LEARNING**

Circular Ref: PP/ASC/002/09

Date: 17 February 2009

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PRIORITY:

Action: ✓

Respond By: 26 March 2009

Information: ✓

Policy: ✓

Procedure: ✓

Replaces Circular:

Admin. Handbook Ref:

P.O.M. Ref:

**Proposal to Update the Agreed Policy for the ‘Professional Review and
Development and Continuing Professional Development for Teaching Staff’**

Consultation on Review of the Policy

Hugh Roche is assisting the CPD Schools Team in the process of updating the PR&D / CPD Policy for teaching staff.

Background: The Policy requires to be reviewed at regular intervals to ensure the document remains up to date and reflects good practice. In this respect the views and suggestions of teaching staff at all levels (including Probationers) are important.

The CPD Schools team has conducted a review of the policy and wishes to invite feedback. A **draft** copy of the revised policy can be found on www.aberdeencity.gov.uk/staffdevelopment. Amendments to the policy have been highlighted in yellow. The main amendments are:

- There have been some changes to the ordering of the document.
- Some wording has been updated.
- Appeals Procedure: This can now be clarified.
- Reviewing the feasibility of recording dates of completed reviews on the HR Database.

Details of Amendments:

2.5 Monitoring and Evaluation – proposal that “Statistics will be submitted to the local authority by each establishment to show which members of staff have been reviewed, and this information will be recorded on the Council’s Human Resources (HR) database”.

2.6 Appeals Procedure – “Where there is any dispute or disagreement which cannot be resolved between the Reviewee and the Reviewer, the matter should be referred to the

Reviewer's line manager. If the problem cannot be resolved at this level, the Council's normal grievance procedures will be followed".

3.1 General Principles – "The Council also recognises the benefits for individuals, establishments and for the City as a whole, in developing leadership at all levels of the teaching profession, and is therefore committed to promoting and supporting this development".

Appendix 1 – Pathways CPD on-line

Consideration is being given to adding some guidelines to the Policy concerning the use of Pathways as an alternative to a paper based process and to adopting the corporate format for the PR&D Policy to enable downloads from the Zone and save on printing costs.

Appendix 4 – Exemplar CPD Framework: Building Excellence

Revising and incorporating the Framework within the proposed guidelines.

The Council carried out a survey on the Policy in September 2007. The returns from this are summarised (see attached). They include examples of the impact of CPD on learning, together with issues surrounding the effectiveness of the policy.

Contributing to the Consultation

While it is appreciated that colleagues are very busy at this time, we hope that all teaching staff will agree the importance of this consultation.

A Consultation Response Form is attached for individual or collective response to the draft updated Policy.

The updated Policy and Consultation Response Form are also available on the Aberdeen Grid for Learning CPD website -

www.aberdeen-education.org.uk/staffdevelopment

Please respond to Hugh Roche or Andrew Jones by e-mail or hard copy, as soon as possible and **no later than Friday 3 April 2009**.

If further information is required please contact Hugh Roche, e-mail

hroche@aberdeencity.gov.uk or Andrew Jones, e-mail ajones@aberdeencity.gov.uk

Thank you for your co-operation.



Rhona Jarvis

Head of Planning & Policy for Education

Circulation:

FAO HT / CPD CO-ORDINATOR

For Information To:

ALL SCHOOLS

Aberdeen City Council

Proposal to update the Agreed Policy for the 'Professional Review and Development and Continuing Professional Development for Teaching Staff'

CONSULTATION RESPONSE FORM

Please comment below on any aspect of the draft updated PR&D / CPD Policy (available on-line at www.aberdeen-education.org.uk/staffdevelopment). Please quote the paragraph reference number.

Paragraph Ref No:	

General Comments:

This is an individual response form.

Name (optional)

This is a collective response form

School (optional)

Please return as soon as possible and **no later than Friday 3rd April 2009** to:-
Hugh Roche / Andrew Jones at Summerhill Centre, Stronsay Drive, Aberdeen AB15 6JA. This form is also available on Aberdeen Grid for Learning / CPD website – www.aberdeen-education.org.uk/staffdevelopment

Thank you for your contribution.