



المدرسة الهندية الدولية ذ.م.م
**INDIA INTERNATIONAL
SCHOOL LLC - SHARJAH**



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CONTINUOUS PROFESSIONAL DEVELOPMENT POLICY

2022-2023

PACE
GROUP
Education Empowers



CONTINUOUS PROFESSIONAL DEVELOPMENT POLICY

VISION

- Continuous Professional Development for the school leader, SLT, teachers, administrators, professional/technical support staff.

OUR MISSION

- Improving the quality and accessibility of professional development planning for all Staff
- Providing a framework within which the teachers can achieve qualification and competence to create greater values for the students
- Ensuring that all staff maintain the highest ethical standards in the pursuance of their profession.
- Ensuring that all members are well prepared to professional transitions and challenges.
- Comply and observe the standards of Professional Conduct (administered by the Ministry of Education, UAE)

AIMS AND OBJECTIVES

- To assist staff to develop and maintain professional competency aligned with their individual needs, school priorities, SPEA priorities, and the UAE National Agenda.
- To enhance the learning culture of the school
- To become literate as a leader of digital learning environment.
- To develop teachers 'skill to interpret student performance data to improve student learning.
- To improve teachers 'practice, knowledge and understanding, skills / and attitudes for improving the quality of student's educational experience.
- To increase self-awareness and gain confidence in staff.
- To create a positive impact on student learning and overall school improvement, including school's culture and climate.
- To focus on instructional leadership, leading team, effective use of data, explicit improvement agenda, leadership skill, personal effectiveness, leading learning



1. INTRODUCTION

Continuous Professional Development (CPD) is process of lifelong learning which refers to the systematic planning of activities that develop and maintain capabilities of the teachers to perform competently within their professional environment and maintain abilities, skills and knowledge for a professional practice.

2. PRIMARY RESPONSIBILITY

The primary responsibility of competence lies with the members and all staff have an obligation to develop and maintain their professional competence, relevant to the level of their work and professional responsibility.

All staff members must maintain a record of their CPD activities and report the hours completed to Head of the Institution through the Head of the Department for Grade 5 to12 and through the Supervisor for KG to Grade 4.

3. MANDATORY CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD)

CPD is compulsory and is applicable to the school leader, SLT, teachers, administrators, and professional /technical support staff.

4. PERIOD OF CPD.

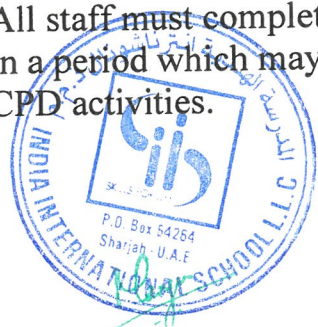
ACADEMIC YEAR 2022-23

All staff must complete a minimum number of hours per academic Year as given below, which may be verified by the CPD committee. For all new joiners' the CPD reporting period commences upon joining the school.

SCHOOL LEADERS (SLT)	120 HOURS
TEACHERS	100 HOURS
PROFESSIONAL/TECHNICAL & SUPPORT STAFF	80 HOURS

5. MINIMUM REQUIREMENTS

All staff must complete a minimum number of hours of relevant CPD activities in a period which may consist of a combination of FORMAL AND INFORMAL CPD activities.



6. RECORD OF EVIDENCES:

The participation of individual member in CPD will be documented and consistently updated by the CPD Committee. The record of the evidence will include DATE, TIME, LOCATION, TRAINING AGENDA, NAME OF THE FACILITATOR, DURATION, TYPE OF THE PROFESSIONAL DEVELOPMENT (FORMAL OR INFORMAL)

Evidences;

- Proof of successful completion.
- Proof of registration/ or participation
- Signed attendance/certificate of attendance
- Handout received at the events
- Written notes made by delegate at the event
- Training material
- Printed or electronic evidence
- Slide shows utilized during presentation indicating presenter's name

7. EXEMPTION OF CPD REQUIREMENTS

A teacher may request an exemption of CPD requirements, such as any medical diagnosis, temporary or permanent disability. These request will be considered on a case-by-case basis, which will be submitted to the Head of the Institution officially.

