



AL ZUHOOR PRIVATE SCHOOL L.L.C.
مدرسة الزهور الخاصة ذ.م.م.

CPD POLICY

2023-24

Principal: Ms. Asma Abu Sheikha

AZPS Vision:

AZPS is a community of lifelong learners that strives for academic excellence, prepares students for global challenges, and maintains cultural identity.

AZPS Mission:

To provide a quality international education while maintaining the cultural identity. To celebrate diversity, encouraging leadership, responsible citizenship, moral values, and the development of lifelong learning skills.

1. Rationale:

Focused and need-driven professional development programs provide optimum opportunities for professional growth, enhanced diversity, and improved student learning. It improved effective school governance and decision-making.

2. Aims:

- To provide opportunities for all staff to further their professional skills and/or qualifications.
- To provide opportunities for staff to further develop their awareness, knowledge, and skills in current teaching and learning practices.
- To develop teachers with enhanced skills that, in turn, will improve student learning.

3. Implementation :

- Ongoing and needs-driven professional development is an obligation of all professionals and some volunteers.
- Each staff member's performance will be monitored each year, and feedback from student learning data, peers, mentors, coaches, and Senior Leadership.
- Each individual's professional development is a shared responsibility between the school and the staff member.
- Each staff member will develop an individual personal, professional development plan (IPDP) that is embedded within and reflects the performance review process, school priorities, and goals.
- This plan will include setting goals and targets based on feedback and student data to design improvement strategies for all students.

- This plan will allow for school-identified needs, identified areas of personal need, and those of personal interest.
- The school will arrange professional development for all the staff based on the Annual Action Plan and the School Improvement Plan. Staff can also source Professional
- development from outside providers or other professional sources and must seek the approval of the Principal to attend.
- A budget will be allocated to professional development each year and adhered to.
- Staff are encouraged to seek (and provide) professional development from other staff members.
- All staff attending professional development are responsible for reporting briefly to the staff/level about the activity and the professional knowledge gained.

4. Measuring Effectiveness of Professional Development on Learning Goals:

- The CPD program goes through a process of reviewing the schools and teachers' training needs, planning for high-quality professional development sessions (internal or external providers), delivering the training sessions, then measuring the effectiveness of the training through classroom walkthroughs and by monitoring students' performance at the specific area of training.



5. Induction Program

At Al Zuhour PVT School, we will:

- Make all staff feel welcome and at ease in their new environment.
- Ensure that all new staff has a smooth transition into the school.
- Ensure that all new staff is aware of their new role and their role within the school team.
- Ensure new staff understands the vision and ethos of the school.
- Ensure that there is a system of support in place.

- Ensure that the new staff should receive e-safety training as part of their induction program, ensuring that they fully understand the school's Child Protection Policy, e-Safety Policy, and Acceptable Use Agreements

The practice process :

All new teaching staff will be provided with:

- An Induction Checklist and Record. This outlines all the documents, policies, and procedures.
- An Induction Buddy.
- An Induction Pack: map, staff list, school calendar.
- A Staff Handbook.
- An initial training program to ensure initial familiarity with all systems and procedures.

The induction process will

- Provide information and training on the school's policies and procedures
- Provide Child Protection training and assess its effectiveness
- Enable the colleague to contribute to improving and developing the overall effectiveness of the school, raising students' achievement, and meeting the needs of students, parents, and the wider
- Contribute to the colleague's sense of job satisfaction and personal achievement
- Explain the school's Code of Conduct to ensure that all staff and volunteers new to the school understand what is expected of them at the school and gain support to achieve those expectations
- Identify and address any specific training needs

All newly appointed teaching staff (and those internally promoted to new posts within the school) will be allocated an Induction Buddy on arrival or promotion.

6. Training Hours Requirements (BY SPEA)

- All School leaders are required to undertake a minimum of 120 professional development hours annually. However, starting with AY 2020-2021, a minimum of 75 professional development hours are required. This requirement will be increased gradually every year to reach 120 hours by 2022-2023.

- All Teachers are required to undertake a minimum of 90 professional development hours annually. However, starting with 2020-2021 Academic Year, a minimum of 50 professional development hours are required. This requirement will be increased gradually every year to reach 100 hours by 2022-2023.
- All administrators, professional / technical personnel and support staff are required to undertake a minimum of 80 professional development hours annually. However, starting with 2020-2021 Academic Year, a minimum of 40 professional development hours are required. This requirement will be increased gradually every year to reach 80 hours by 2022-2023

7. Evaluation

- The quality and short-term effectiveness of CPD is evaluated through the Feedback form and discussion with MLT and SLT.
- The long-term effectiveness of CPD is evaluated through students' outcomes, lesson observations and department meetings.