Gosforth Nursery

Continual Development POLICY

September 2024

Continual Professional Development Policy

Gosforth Nursery is a "learning community" where all are involved in a continuous process of improvement and enrichment. The nursery is committed to fostering a positive climate for continuous learning. CPD is the means by which the nursery is able to motivate and develop its community. It does so at a variety of levels - individual, team, whole nursery and through wider networks with an emphasis on collaborative learning.

The nursery believes in the philosophy that "effective nursery staff take ownership of and give a high priority to professional development". It believes that a coherent and progressive opportunity to develop professionally and personally both improves standards and raises morale through personal and professional fulfilment and assists recruitment and retention. The CPD will be coordinated by the nursery manager witha clear job description.

All those involved in the nursery community shall have an entitlement to equality of access to high-quality induction and continuing support and development. The central features of the CPD policy comprises effective auditing and identification of need and aspiration, ensuring appropriate match of provision to learning needs of the individual, reliable and explicit evaluation of the impact of provision, effective dissemination of good and successful practice to ensure that such practice is embedded and reinforced. These will be linked to other existing whole nursery processes to include nursery self-evaluation, nursery improvement planning and performance management. The nursery will use a range of types of provision and providers adopting "Best Value" principles in determining these.

The nursery's CPD provision will allow staff to develop skills and competencies progressively allowing them to build on and reinforce skills and expertise dealt with earlier, particularly across the key areas identified in the appropriate professional learning framework. The nursery will support professional recognition including accreditation of the CPD undertaken. The nursery will take into account the work life balance of its stakeholders when providing access to CPD. Leadership, Management and Identifying CPD needs.

The role of the CPD Leader

The CPD Leader will receive training and support as appropriate in order to fulfil this role effectively and attend useful providers' sessions. The CPD Leader shall be responsible for identifying the nursery's CPD needs and those of the staff working in it. Such needs will be identified largely through existing mechanisms such as the development/improvement plan, performance management, self-evaluation, national and local priorities, other internal and external monitoring and feedback evidence and through informal and formal discussions with individuals and teams. The outcomes of the needs analysis will be a CPD plan (under 'building leadership capacity') which forms part of the Nursery Development/Improvement Plan.

Staff Records and Expectations

Every practitioner has a Continuous Personal and Professional Development (CPD) folder which is kept in the CPD file and photocopies of their qualifications and training are kept in the CPD folder where the individual practitioner can access it, when needed.

Staff will be expected to attend regular staff meetings and keep themselves abreast of early years care and education policies. Good use is made of staff meetings to focus on topics that link to the development of the nursery. Inset training days are used to bring the whole staff team together and to focus on developmental issues. To ensure health and safety is maintained at all times, every practitioner has received training in Safeguarding Children, paediatric first aid and food hygiene.

Personal development reviews

Our induction will ensure that our new employees receive the best possible start to their career with us. To ensure that staff continue to thrive, it's vital that supervision and development procedures are in place.

A regular supervision and an annual appraisal system can help employees to identify training needs and recognised for their achievements and supported to gain further skills and experiences.

Our supervision and appraisal process is a regular two way communication that allows us to agree job specific objectives.

Practitioners are given time to discuss their concerns and recognise their own development goals which will help to improve morale, productivity and performance.

Managing performance

A structured supervision and appraisal system is used to create targets and goals for our employees.

By developing personal action plans, we are able to ensure that staff understand their role within our nursery, and maintain their interest and motivation.

If targets and goals are not met, the disciplinary procedure may be followed and a verbal warning will be issued.

Career Progression

Each practitioner will have their own needs and levels of motivation for working and progression, which may change, depending on personal circumstances. By ensuring that regular supervisions and personal development reviews are carried out, we are best placed to act and plan for these changes.

PERFORMANCE IMPROVEMENT PLAN (PIP) EXAMPLE

Employee name		*Managers name*	
Role title	*Early Years Practitioner*	*Role title*	*Nursery Manager*
Department	*Small World Nursery*	*Date*	

	Performance issue/concern	Expected improvement actions/performance	Support from employer
	Detail specific area where performance standards have not been met. Examples should be provided.	*Detail what actions need to be taken/outcomes need to be delivered to achieve the standard expected & timescales set.*	*Detail what support will be provided by employer to achieve expected actions/performance*
1	Number of observations (See audit)	Minimum of 2 focused observations per child per month. 2 wow moment per month per child	Observation, assessment and planning cycle training has been delivered and offered redelivery. 3 hours paperwork time allocated each week. Manager to read through observations and offer feedback prior to publishing
2	*Quality of Observation (See audit)*	Focused observations should include teachable moments where you as a practitioner add to a child's understanding & learning. The focused observations currently are too adult led and you need to step back and allow the children to lead the direction supported by you.	Observation, assessment and planning cycle training has been delivered and offered redelivery. 3 hours paperwork time allocated each week. Manager to read through observations and offer feedback prior to publishing

| 3 | *Completing the planning folder withchildren's individual next steps* | All children should be added to the planning aminimum of once each half term | Observation, assessment and planningcycle training has been delivered and offered redelivery.

3 hours paperwork time allocated eachweek. |

Manager's Comments:

Action points have been discussed regularly over the last 6 months with monthly audits being completed by the room leader documenting number of observations per child and whether they are WOW or Focused Observations and these have been discussed during supervisions. Feedback has been provided both verbally and written onthe observation and have been discussed. During the appraisal the improvements required were discussed with different strategies offered but stressing the importance of supporting children's interests.

Employee's Comments

This PIP has been agreed by:

Manager's signature   Date

The reason for the PIP has been explained
& I have been issued with a copy of the
performance improvement/capability
policy.
Employee's signature   Date

PIP PROGRESS – SUMMARY

Perf. Concern	Date of Review	Progress	Next Action Required	Due Date
		Detail the status of the progress made at the review meeting i.e. Satisfactory improvement, partial improvement or Insufficient/No improvement		
		Provide reasons for progress status		
1				
2				
3				

MANAGERS ASSESSMENT / OUTCOME OF PIP

Comments/Next Steps

Manager's signature ……………………………………………………………………..…….. Date
……………………………………….

Employee's signature ……………………………………………………………………..…… Date
……………………………………….