



GUIDANCE PAPER

School-based CPD for JSS and SSS English and maths teachers

What is school-based CPD?

CPD is continuous professional development. It takes place in school and is led by members of the school. Support can be provided by external members such as SSO, college lecturer, community member. This year every JSS and SSS will run school-based CPD for English and maths teachers.

Why do my teachers need school-based CPD?

Professional development goes beyond attending workshops. Individual teachers also have a role to play in their own professional development. Teachers can produce their own ideas and share their own knowledge and skills to improve their teaching and could, with support from peers, be the main agents in their own training. Teachers know their classroom best and by working together can develop local solutions to problems. By sharing learning and skills across the teaching community they can develop professionally.

How to lead school-based CPD

1. Define a challenge: Teachers in the department identify and discuss a problem or challenge in the delivery of a particular lesson, a teaching technique, or a classroom issue, which will serve as the topic for the CPD.

2. Prepare to deliver a CPD session:

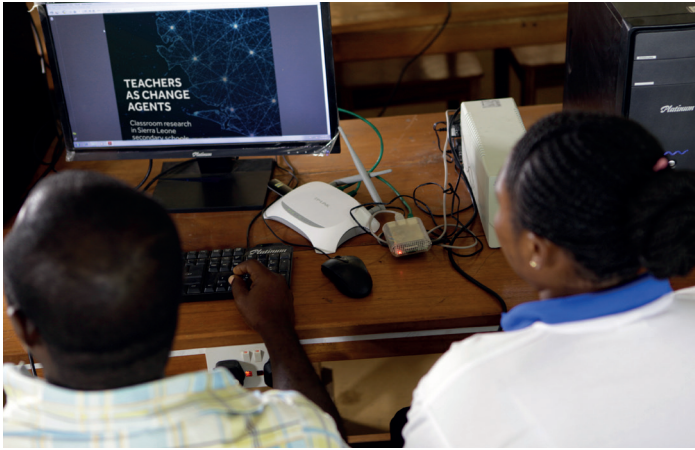
The Principal should consult all teachers to decide on dates for the CPD. Two CPD sessions should be held in every term. The CPD session will be on a Saturday morning and will run for four hours. The principal should take a vote amongst teachers on which date/time is most suitable and then write the two CPD sessions into the teaching timetable.

A facilitator is selected by the group to deliver the CPD session. (You will need one maths facilitator and one English facilitator). This could be the HoD, SSO, Star Teacher, a local college lecturer or someone qualified from the community.

The facilitator either uses the LPM to deliver model lessons or uses the CPD Session Notes prepared by Leh Wi Lan. Either can be selected depending upon the challenge identified by the teachers. The facilitator should prepare a four-hour session with the HoD. There should be no more than 4 key learning topics.

3. Deliver a CPD session: The facilitator delivers the CPD training to all teachers in the department. Each school should have two CPD sessions held twice a term. All teachers participate actively and discuss the CPD content and challenges they face. The next CPD starts with teachers reflecting on previous CPD. They should discuss what they learned and could put into practice in the classroom as well as what they found challenging to put into practice.

4. Observe and reflect: Observe lessons and talk to teachers and pupils to see if the learning from CPD has been put into practice. Record any issues that could become topics for future CPD. Provide support to teachers who need further mentoring.



Monitoring and attendance

Attendance at the CPD sessions is mandatory for English and maths JSS and SSS teachers. The following protocols should be implemented:

1. The Principal and HoD should monitor the attendance of teachers. If participants demonstrate inconsistent attendance or excessive lateness, the principal should follow up.
2. School Support Officers and TSC will monitor and check that CPDs are taking place.

The Principal/HoD should prepare the following documents for monitoring purposes:

1. A schedule of CPD times, days and topics covered
2. Copies of the signed attendance sheet from the CPD sessions
3. Names of teachers absent
4. Key notes and/or questions that came up during the CPD discussions

Certification for participating in CPD

Once Principals, HoDs and teachers have successfully completed two CPDs in a term, they will be eligible to do an assessment for certification via their SSO and TSC.

The assessment for certification will consist of:

1. List of topics studied in CPD sessions
2. A review of the participant's attendance record
3. Discussion on what was learned and any support needed for next term.

Teachers who achieve a satisfactory score on the assessment will receive a Certificate. This will count towards their portfolio.