



مدرسة الأمل الانجليزية
THE HOPE ENGLISH SCHOOL
RAISING GLOBAL CITIZENS



The Hope English School, Sharjah

CPD Policy for Teaching & Support Staff

Updated: January 2026
Next Review: January 2027

Introduction

Continuing Professional Development (CPD) at The Hope English School is defined as any learning activity that helps staff maintain, improve, or broaden their knowledge, skills, and professional competence to uphold high standards of practice across the school.

Rationale for CPD

CPD ensures that all staff:

- Develop the skills and knowledge required for their roles.
- Meet the expectations of parents, students, and the school community.
- Benefit personally and professionally through enhanced capabilities and career progression.

Aims of the CPD Policy

The CPD Policy aims to:

- Support staff in improving teaching, learning, and operational effectiveness.
- Ensure CPD aligns with school improvement priorities, SPEA standards, and national priorities.
- Be flexible, manageable, and relevant to staff professional roles.

CPD Principles

- All staff (Teaching, Administrative & Support) have equal access to induction and CPD opportunities.
- CPD will encourage sharing best practices to enhance teaching and learning.
- Participation is structured, monitored, and aligned with individual, school, and SPEA priorities.
- CPD is both an individual responsibility and a professional expectation. Staff are expected to:
 - Engage actively in CPD opportunities.
 - Maintain a personal CPD portfolio.
 - Apply learning to improve practice.

Leadership and Management of CPD

- The Vice Principal will coordinate CPD for teachers and support staff.
- The Principal, Vice Principal, and Senior Leadership Team (SLT) will identify school and individual CPD needs.
- CPD priorities, budgetary considerations, and school improvement goals will be reviewed annually.
- Transparent arrangements for accessing CPD will be communicated to all staff.

Strategic Process

CPD planning will be based on:

- School Self-Evaluation Framework (SEF) and improvement priorities.
- Inspection feedback and reports.
- UAE and Sharjah national priorities.
- Lesson observation and learning walk data.
- Feedback from students, parents, and staff.

Provision of CPD

CPD opportunities will be provided for:

- School Leaders – Leadership development focusing on instructional leadership, team management, data-driven decision-making, and school improvement strategies.
- Teachers – Pedagogical development, curriculum planning, classroom management, student engagement, assessment practices, differentiation, technology integration, and wellbeing.
- Administrative & Support Staff – Professional skills, student engagement, safety, technology use, and support for school improvement.

Planning Effective CPD

CPD opportunities will:

1. Address individual, school, and national priorities.
2. Reflect best practices and current research.
3. Improve student outcomes academically and holistically.
4. Be delivered by experienced professionals.
5. Include monitoring, evaluation, and feedback mechanisms.
6. Make efficient use of resources and provide value for money.

Range of CPD Activities

CPD at The Hope English School will include:

- Formal qualifications (PGCE, Master's, Ph.D.).
- Attendance at workshops, conferences, and online training.
- In-school mentoring, coaching, and team teaching.
- School visits to observe best practices.
- Action research and collaborative projects.
- Job enrichment, secondments, and leadership responsibilities.
- Participation in professional networks and communities of practice.

SPEA Requirements

- CPD hours per academic year will follow SPEA guidelines:

Academic Year	School Leaders	Teachers	Admin & Support Staff
2026-2027	120 hrs	100 hrs	80 hrs

- Minimum 40% of CPD should be formal.

Quality Assurance

- CPD effectiveness will be evaluated through its impact on teaching, learning, and student outcomes.
- Staff maintain CPD portfolios and log training undertaken.
- Outcomes are shared with the school community.
- Annual review ensures CPD remains cost-effective and aligned with priorities.

Budget Allocation

- The Hope English School will allocate at least 3% of the annual operating budget to CPD.
- Funds will cover external training, in-school programmes, resources, and course enrolments.
- SLT and the Principal will oversee prioritisation and allocation.

Evaluation & Review

- CPD will be reviewed annually by the SLT.
- Annual CPD plans will be submitted to SPEA as per regulatory requirements.
- Adjustments will be made based on school priorities, feedback, and impact assessments.

This policy ensures all staff at The Hope English School, Sharjah have equitable access to meaningful CPD opportunities aligned with SPEA standards and the school's strategic vision.