

Suggested documents required:



Policy documents

- School CPD Policy
- Staff Induction Policy and process
- Local Authority CPD Policy
- Inclusion Policy
- Local Authority Performance Management Policy
- School Performance Management Policy
- Assessment Policy
- RaiseOnline/FFT (Assessment data)

Reports, surveys, evaluations, reviews

- Ofsted
- SEF
- Report to governors
- Performance management review (Anonymised)
- Action plan evaluations
- Pupil well-being
- Lesson observations
- LA advisor monitoring reports
- LA Training Menu and evaluation reports
- CPD Breakdown

Minutes

- Governors meetings
- Staff meetings
- Department meetings
- Partnership meetings

School publications

- Prospectus (including vision and mission)
- Newsletters
- Staff handbook
- Teaching Timetable for CPD Leader

Leadership and management (planning, curriculum)

- School Development Plan
- Departmental development plans
- Schemes of work
- Lesson plan format
- Lesson plan example
- Training plans
- Job descriptions
- CPD budget statement
- Staff Induction process