



The CPD Co-ordinator's Toolkit: Training and Staff Development in Schools

Sue Cox

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A great practical guide for CPD leadership in schools!. Includes CD-Rom!. `This toolkit will be a boon to those starting out in the CPD role and offers useful resources to those more experienced practitioners looking for ideas' - Professional Development Today. `Sue Kelly rightly perceives that although theories of CPD are important, the co-ordinator's job is very much about practicalities. She succeeds very well in showing how it can be done - starting from self evaluation, moving into ways of presenting its importance and then on to ways of planning and organising staff development. Her chapter on evaluating the impact of CPD is particularly good' - Gerald Haigh, Times Educational Supplement Magazine. `Sue Kelly writes from the perspective of an assistant headteacher with responsibility for CPD. You can be sure that this is a resource that has grown from experience, expertise and values that have been tested..Investing in Sue Kelly's book and the CD that accompanies it could turn out to have been a best buy'- CPD Update. `Written in an engaging and user-friendly style, this is an invaluable guide for staff development coordinators, both novice and experienced, as they endeavour to lead and manage CPD. It is refreshing to read a school practitioner writing about her own school's practice with such commitment and passion' - Professor Peter Earley, London Centre for Leadership in Learning, Institute of Education, University of London. This step-by-step guide is ideal for newly appointed CPD Co-ordinators, and is also a time-saving resource for anyone with responsibility for CPD. It clearly explains the requirements of the CPD Co-ordinator role and includes a CD-rom packed with useful resources to help implement effective practice, such as: - a self-evaluation tool, to identify areas needing action - a ready-made PowerPoint presentation to communicate your role & approaches - a staff development planner, to support a strategic approach to CPD planning. It advises on how to assess your school's development needs, engage all staff, get middle leaders and the Senior Leadership Group on board and boost morale. There is clear guidance on how to observe colleagues for development, and how to conduct an exemplary NQT induction programme. Its highly practical approach makes this book a must-read for all CPD Co-ordinators in primary, secondary and special schools. It will also enhance approaches to CPD in colleges and other educational institutions, and provide food for thought for everyone charged with the responsibility of developing staff. Sue Kelly is Assistant Headteacher of Millais School in Horsham. See Sue talking about her work on the TDA website: TDA Website.

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