



Cyngor Addysgu Cyffredinol Cymru
General Teaching Council for Wales

GTCW Professional Development Funding Programme April 2009 to March 2010

Guidance to Headteachers

1.0 Introduction

The GTCW Programme makes available a variety of funding streams to enable individual teachers to identify their own professional development needs, within the context of performance management and to organise CPD activities to meet those needs.

NOTE - The CPD Funding Programme is for the individual focused needs of teachers. The training and development needs of teachers related to school, local and central government priorities should be funded through the Better Schools Fund and employer's own responsibilities for supporting their staff through provision within delegated school budgets.

The Council recognises that headteachers and the senior management team (SMT) play a crucial role in this process by:

- creating an atmosphere that encourages teachers to undertake continuing professional development activities
- assuring the quality and appropriateness of applications for funding, final claims and summary reports through the GTCW Funding Programme.

This guidance note is intended to assist headteachers in this regard.

2.0 Timescale

Funding is allocated on a financial year basis (19 March 2009-18 March 2010). It is essential that the application form is submitted before the start of the activity as funding cannot be allocated for activities that have already been completed or have not been agreed by the Council, in writing, in advance.

All activities must be completed, and a claim submitted, no later than 18th March 2010. Failure to do so will result in the loss of funding.

Bursaries/International Bursaries – Applications are allocated on a first-come-first-served basis.

Action Research Projects/Teacher Sabbaticals/Professional Networks – Applications must be submitted **no later than 1st June 2009**. Applications received after this date will not be accepted. Funding will be allocated for activities undertaken during the **autumn and spring term only**.

3.0 Supporting applications

In submitting an application for GTCW funding, the teacher applicant must secure the support of his / her headteacher, who should sign the declaration *"I have read the application and support the above named teacher's application in accordance with the conditions outlined by the GTCW"*. (**Headteacher applicants** are required to get the support of the Chair of Governors).

In making an application, a teacher will need to provide particular details of the following:

- a rationale for their professional development need
- a description of the professional development activity
- clear details of the expected outcomes or benefits of the activity on their own practice, the school and pupil learning
- clear details of how they will measure the success of the professional development activity
- clear details of how the experiences gained will be shared with others (disseminated).

With these matters in mind, key considerations for the headteacher in signing this declaration are set out below. If a headteacher is not satisfied that the matters below have been adequately addressed, the application should not be supported until further clarifications have been made.

Headteachers are advised that the Council will only fund activities it has agreed **in writing** in advance of the commencement of the activity.

Headteachers are advised that in 2005-08, one in ten applications were returned to teachers as they did not meet the funding criteria in the Council's Information Booklet.

3.1 Identifying a teacher's individual professional development needs

These should usually result from:

- the annual Performance Management review
- discussions between the teacher and his/her line manager.

The main emphasis should be upon defining the specific knowledge and skills a teacher is trying to gain and in doing so, what area of his / her own work a teacher is aiming to improve. In addition, a teacher will need to consider how the activity might link to the needs of the school, an LEA or national priority.

3.2 How to satisfy the professional development need

In aiming to fulfil the professional development need, a teacher should consider the various ways to achieve this. Headteachers are advised that there are a number of options here, including for example:

- observing good practice elsewhere
- through attending courses/conferences
- use of a consultant
- mentoring/coaching
- working alongside other practitioners
- carrying out action-research in their classroom
- working in a different environment on sabbatical

- working with others as part of a network.

3.3 Expected outcomes

All professional development activities should be undertaken with anticipated outcomes or benefits in mind, and ones which must be capable of being measured. It is important that the evaluation of the activity is planned at the beginning of the CPD project.

Evidence does not necessarily need to be quantitative. It may be through the collection of objective or qualitative data, for example an improvement in pupil reading levels or increased levels of participation in lessons by pupils.

Dissemination/sharing

Professional development for a particular teacher provides the opportunity to share the learning experience with others, including for example to:

- train others
- cascade skills and experiences to teachers of the same Key Stage or department
- raise the awareness of staff.

This sharing of information might be at a school, LEA or national level.

Headteachers are actively encouraged to ensure that teachers who undertake GTCW professional development activities spread the good practice they have gained with their colleagues. Indeed, some schools/departments have established CPD dissemination as a standing agenda item for twilight sessions or INSET days. In this way, knowledge is shared and not lost.

The Council would also highlight that in previous years, teachers who have presented the outcomes of their projects to fellow teachers, whether locally or nationally have found this to be particularly valuable as a developmental opportunity in its own right, enabling the teacher to consolidate new knowledge or practice by sharing / disseminating it to others.

3.3 Competing priorities

The Council recognises that in some schools large numbers of teachers may wish to apply for funding, however, the Council and teachers should recognise that Headteachers have the responsibility for managing their schools and pupils' learning experiences and it may not be possible for all applications to be supported by the Headteacher in the same year.

Once the application is supported, the school has a commitment to ensure that the activity takes place within the specified timescale. The Council has seen occasions where successful projects have not been completed on the dates agreed or not completed at all.

4.0 Following the activity

Following the completion of an activity, a teacher will be required to submit the following:

- a financial claim, including accompanying invoices
- a completed supply cover form (where appropriate)
- a copy of their report (where appropriate).

With these points in mind, key considerations for the headteacher should be as follows.

4.1 Financial claims and supply cover details

In submitting a financial claim, the teacher will require copies of invoices and receipts, for example in respect of a particular course attended. Headteachers are advised that claims cannot be accepted by the Council without such invoices and receipts and all incomplete claims will be returned, unpaid. You are advised to arrange these in advance with the course provider.

Headteachers are asked to ensure that school finance and administrative staff are able to assist teachers in providing such paperwork, where applicable.

4.2 Supply cover

If the professional development project has involved a claim for supply cover, the headteacher (or appropriate person) is required to sign a declaration confirming details of the supply cover, including name, teacher reference number, agency (if applicable) and supply dates. Headteachers are advised that claims without these details cannot be accepted and will be returned, unpaid.

Supply and part-time teachers may apply for funding to cover **additional costs** but **may not** act as his/her own supply cover for days additional to existing contracted hours.

4.3 Report

In the case of professional development bursaries, headteachers are required to sign a declaration confirming that the teacher has *“(a) undertaken the GTCW funded activity as stated in their application and (b) the report is of good quality and fulfils the requirements set out in the Council’s guidance on reports”*.

In signing the declaration, headteachers (or a member of the senior management team) should ensure that the report contains clear details of the following matters:

- the activity undertaken, including the rationale for the professional development need
- the outcomes or benefits gained in terms of improved practice
- the outcomes or benefits gained in terms of improvements in pupil learning
- how the success of the activity has been / will be measured
- how the experiences and new skills gained have been / will be shared with others (disseminated)
- reflection by the teacher on the effectiveness of the activity
- future plans.

Headteachers are advised that as with the application form, if he/she is not satisfied that the matters above have not been adequately addressed, the report declaration should not be supported until further clarifications have been made.

Further details on report writing are available in the separate guidance sheet for teachers. This is available from the Council’s CPD Wales website (www.gtcw.org.uk) or from the Council’s Professional Development Team.

4.4 Estyn

The Welsh Assembly Government has asked Estyn for advice on the impact of the professional development funding programme on teachers, schools and pupil achievement. Headteachers are advised that teachers should be prepared, if required, to discuss the

outcomes of their reports with Estyn and comply with any requests for copies of written reports.

5.0 Further information

The Professional Development Team, The General Teaching Council for Wales, 4th Floor, Southgate House, Wood Street, Cardiff, CF10 1EW. Telephone: 029 2055 0350, Fax: 029 2055 0655, E-mail: cpd@gtcw.org.uk.

The Council's CPD Wales website (www.gtcw.org.uk) holds a range of information to assist teachers and others with an interest in the GTCW Professional Development Funding Programme, including exemplar applications and reports, guidance material and details of previous projects.