

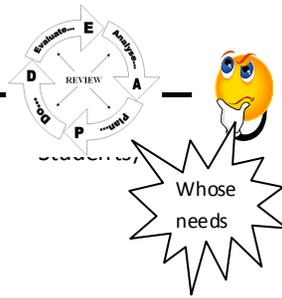
Phase 1 – Analysing CPD Needs

To help identify the School's Needs it will be necessary to consult the stakeholders of your school –
Teachers/ Parents/ Community

To help identify **individual** needs consider –

Continuous Professional is anything that:

- > helps you become a better teacher
- > helps you improve student learning and achievement
- > improves your classroom practice



Phase 2 Planning CPD Needs

1. The School's Annual CPD Plan

The school plans are developed before any individual plans are created. It is important that one of the school's priorities for the year involves all staff and should have a direct impact on the classroom, for example –

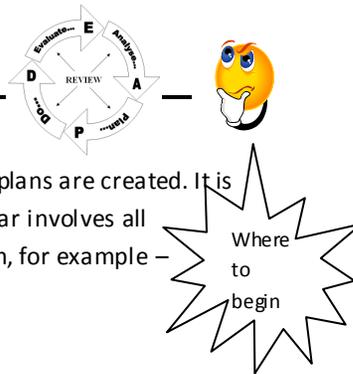
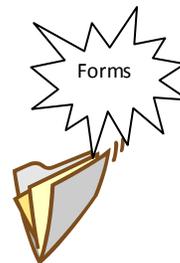
- Student participation in lessons
- Improvements to lesson planning
- Effective continuous assessment strategies
- Improving behaviour throughout the school
- Punctuality and attendance

Other school priorities will be relevant to a specific group of teachers in your school for, example – improving mathematics in cycle 1.

2. Complete your School or Individual Annual CPD Plan

- Set priorities
- Detail responsibilities, timings and outcomes
- Identify *outcomes* for each priority
 - What changes do we want to see?
 - How will you know it has changed?

All necessary forms are available in *Continuous Professional Development for Teachers in Ethiopia – A Practical Toolkit Appendices*



3. Allocating Time

Everyone is required to spend at **least sixty hours on CPD.**

Any hours that are spent doing CPD that are considered to be 'updating' and are not part of the teacher's usual workload count towards the 60 individual hours each year, for example:

- Attending a CPD workshop, or discussion group
- Observing another teacher
- Joint planning or evaluating with peers
- Practicing your mentoring skills as part of your own CPD
- Visiting another school
- Team teaching

Exception:

Beginner teachers do the induction course as their CPD and are not expected to do any further CPD for their first 2 years in teaching.

4. Plan Development of a CPD School Module Session

A School Module is a series of planned activities that link together to make effective CPD. A CPD Module Plan includes

- Who will lead/facilitate and participate
- Duration, including start and end dates
- Resources needed and location
- Details of the sessions (purpose, method and duration)

5. Plan the CPD Sessions

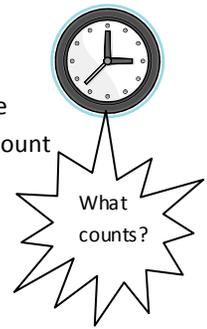
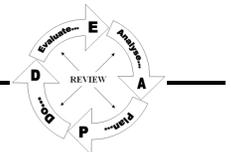
- Planning for a session involves many participants, e.g. a staff meeting in the school, a workshop at a CTE.
- Choose the best methods for each activity, use a variety of active methods and activities
- A good CPD session is like a good lesson.

A session should be carefully planned based on what happened in the previous session. (*This part of the planning process happens as you do your CPD.*)

Phase 3 – Doing CPD

'Doing' is repeated sequences of **plan, do review**

- Do your first session
- Review its success
- Plan your next session based on what happened in the first
- Continue by planning the next session etc etc.



Every teacher is required to keep a portfolio of CPD activities. It provides an opportunity to:

- Keep a record of activities undertaken
- Provide evidence of participation in professional learning
- Reflect on progress and identify areas for development
- Provide a record of all development activities
- Provide evidence to secure promotion or re-licensing (schools)
- Provide evidence that contributes to annual performance review



A Programme for Continuous Professional Development (CPD) for Teachers in Ethiopia

Continuous Professional Development is a compulsory requirement for those who teach in Ethiopian schools. It is a civic and professional duty of all educators to engage in Continuous Professional Development

Phase 4 Evaluation CPD

Where to find evidence of progress?

From any source of information that demonstrates there has been a change!! Here are some good examples:

- Assessments/Annual Appraisal Records
- Attendance
- Lesson plans and evaluations
- Records of classroom observations
- Observed changes in behaviour
- Questionnaire/interviewing teachers or students
- Student's work/ classroom display
- School Improvement Plan evaluation
- Portfolios



Didn't we do well!

Important personal challenges to face to complete CPD successfully

- Be committed to your School Module
- Be prepared to find difficulties
- Solve the problems and don't be easily put off
- Don't worry if you have to change your plan – be flexible
- Recognise that learning is not always easy
- Don't feel threatened by some of the activities
- Don't allow yourself to be distracted
- Prioritise

For more information see: Continuous Professional Development for Primary & Secondary Teachers, Leaders & Supervisors in Ethiopia –

- The Framework
- The Practical Toolkit
- The Practical Toolkit Appendices



Ethiopia has just adopted a new Framework for Continuous Professional Development

The aim of Continuous Professional development is to improve the performance of teachers in the classroom in order to raise student achievement and learning. It is a career-long process of improving Knowledge, skills and attitudes, centred on the local context and particularly classroom practice.

In short:

“Anything that makes me a better teacher!”

CPD takes two forms:

‘Updating’ is a continuous process in which **every** professional teacher participates during their career and focuses on classroom practice.

‘Upgrading’ is the process by which teachers can choose to participate in additional study outside their regular work at appropriate times in their career, eg convert a diploma to a degree.

“The CPD Cycle is a carefully planned response to identified needs development needs”

Every individual teacher, school, woreda, zone, region will use the CPD Cycle to create a CPD Plan which outlines the CPD priorities for the year.



The CPD Cycle process involves four phases – Analyse, Plan, Do and Evaluate

‘Review’ involves regularly reflecting on what you are doing and deciding whether it is working well or not.

- Working well- continue with the plan.
- Well – decide what changes to make to achieve your objectives