



ROSEMONT  
SCHOOL

## **Rosemont School**

### **Policy on Staff Continuous Professional Development (CPD)**

The Board encourages all full time members of the teaching staff to participate in courses and programmes that have a beneficial impact on their performance as subject teachers and provide pastoral, religious, personal, social and emotional supports and benefits to students both inside and outside of the classroom context. In supporting appropriate programmes, Board decisions will be informed by the following:

#### **CPD Opportunities**

1. **Eligibility:** All teaching staff are eligible to apply for CPD opportunities, provided the development aligns with their role and the school's objectives.
2. **Types of CPD:** The course/programme is being provided by recognised experts in the particular field of study. This would typically be a recognised third level (further education) institution, a recognised professional body/organisation, an education centre or the Department of Education and Science.

#### **Bursary**

**Bursary Amount:** The school has established a bursary fund of €5,000 annually.

#### **Application Process:**

- **Submission:** Teaching staff seeking financial support must submit an application to the Board of Management detailing the CPD opportunity, its relevance to their role, and a breakdown of costs.
- **Approval:** Applications will be reviewed and approved by the Board of Management based on the alignment with the school's objectives and available funding.
- **Reimbursement:** Approved expenses will be reimbursed up to 50% of the total cost of the CPD opportunity. Staff must provide proof of payment and attendance.

#### **Approval Criteria**

The Board of Management will consider the following criteria when approving applications:

- Expected impact on teaching and learning or staff effectiveness.
- Budget availability and equitable distribution of funds among staff members.

## **Obligations**

1. **Reporting:** Teachers who receive CPD funding are required to submit a brief report summarizing the benefits gained from the CPD opportunity and how it will be applied in their role.
2. **Commitment:** Teachers are expected to apply the knowledge and skills gained from CPD in their professional practice and share relevant insights with colleagues as appropriate.
3. **Commitment:** If a teacher leaves in the academic year following completion of the CPD, they will reimburse 50% of the bursary received.

## **Review and Evaluation**

This policy will be reviewed annually by the Board of Management to ensure its effectiveness and relevance. Staff feedback will be considered in the review process to continually improve CPD opportunities and support.

**Rosemont School Continuous Professional Development (CPD) Application Form**

**Personal Information**

**Name:**

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**CPD Opportunity Details**

**1. Title of CPD Opportunity:**

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**2. Provider/Organization:**

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**3. Date(s) of CPD Opportunity:**

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

**4. Location (if applicable):**

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**5. Description of CPD Opportunity:**

(Provide a brief description, including objectives and content covered.)

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**6. Relevance to Current Role:**

(Explain how this CPD opportunity is relevant to your role and the school's goals.)

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**7. Cost Details:**

Total Cost: € \_\_\_\_\_

Amount Requested (up to 50% of total cost): € \_\_\_\_\_

**8. Funding Source:**

(Specify if any other funding sources will be used.)

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**Supporting Documentation**

**1. Invoice/Cost Breakdown:**

(Attach a copy of the invoice or cost breakdown for the CPD opportunity.)

**2. Programme Details:**

(Attach a brochure or other documentation providing details about the CPD opportunity.)

**Declaration**

I hereby confirm that the information provided in this application is accurate and that I will comply with the school's CPD policy, including submitting a report on the outcomes of the CPD opportunity.

**Signature:**

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**Date:**

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