

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 schools 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 schools 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.

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