KILLERMONT PRIMARY SCHOOL

PROFESSIONAL REVIEW AND DEVELOPMENT POLICY

JANUARY 2010

Killermont Primary School

Professional Review and Development Policy

Introduction and Rationale

All staff of Killermont Primary school are committed to providing the best possible education and care for all our pupils. In order to deliver a high quality service, they have a right to be valued and supported, with respect for the individual and encouragement for all. There is a professional commitment to building excellence at every stage of a member of staff's career.

Professional Review and Development (PRD) is the process whereby the development and training needs of all staff are identified and agreed in relation to their current and future responsibilities while taking into account Killermont Primary School, East Dunbartonshire Council and National Priorities. By identifying a broad range of activities and experiences which promote continuing professional development, the aim is to improve effectiveness of learning and teaching and management at every level, and to raise achievement in its widest sense.

Principles

- Killermont Primary School endorses the Professional Review and Development Policy of East Dunbartonshire Council
- All staff are encouraged to see their own learning as a life-long process based on self-evaluation
- PRD aims to maintain and enhance staff motivation, job satisfaction and confidence by focusing on the positive
- All staff will be involved, through existing consultation arrangements, in the development and refining of PRD arrangements
- Senior managers have a staff development responsibility for the staff they manage
- There is a close relationship between PRD and the school's improvement planning process. PRD provides for the professional needs of staff and assists Killermont Primary School in taking forward its priorities
- PRD enables staff to consider appropriate Continuing Professional Development (CPD) opportunities which progress, assist or enhance a teacher's professionalism (see Appendix 1)
- All staff have on-line access to EDC's Staff Development Programme
- Information on CPD opportunities, including award-bearing courses, will be made available to staff (e.g. via Teachers' Support Base)
- The annual programme is planned and monitored by the CPD co-ordinator to ensure resources are allocated to meet agreed priorities.

Review Procedures

- All staff have access to EDC's PRD policy document and can seek clarification of any section by contacting the Depute Headteacher
- Appendix 2 shows a diagram summarising the four stages in the review process
- Each member of staff will have an annual review meeting with a line manager colleague who is familiar with the work of the reviewee and is able to provide constructive feedback as part of the review

- Current pro-forma for Self-evaluation, Review Meeting Evaluation (Form 2), CPD Profile (Form 1) and CPD Record are available from the CPD Co-ordinator
- Reviewees should complete **self-evaluation** before the review meeting
- The Reviewer should complete the **Review Meeting Evaluation and the CPD Profile** which should be signed by both the reviewee and the reviewer
- The reviewee retains one copy of the Review Record and the other copy is sent to the Headteacher
- A copy of the **Professional Development Activity Requirements** should be given to the CPD co-ordinator
- Each member of staff has a responsibility to update and maintain his/her **CPD Record.**
- A record of professional development including name, course/activity, date and cost is maintained by the CPD co-ordinator

Management Arrangements
- The Headteacher has overall responsibility for the PRD strategy within the school
- Management and co-ordination of the PRD and CPD activities are delegated to Depute Headteacher with responsibility for CPD (see Appendix 3)
- Monitoring and evaluating the effectiveness of the PRD policy in enhancing the quality of learning and teaching will be part of the school's self-evaluation process.
- All staff applying for courses or other development activities which would require resourcing from the staff development budget must apply to the CPD co-ordinator

Monitoring and Evaluation
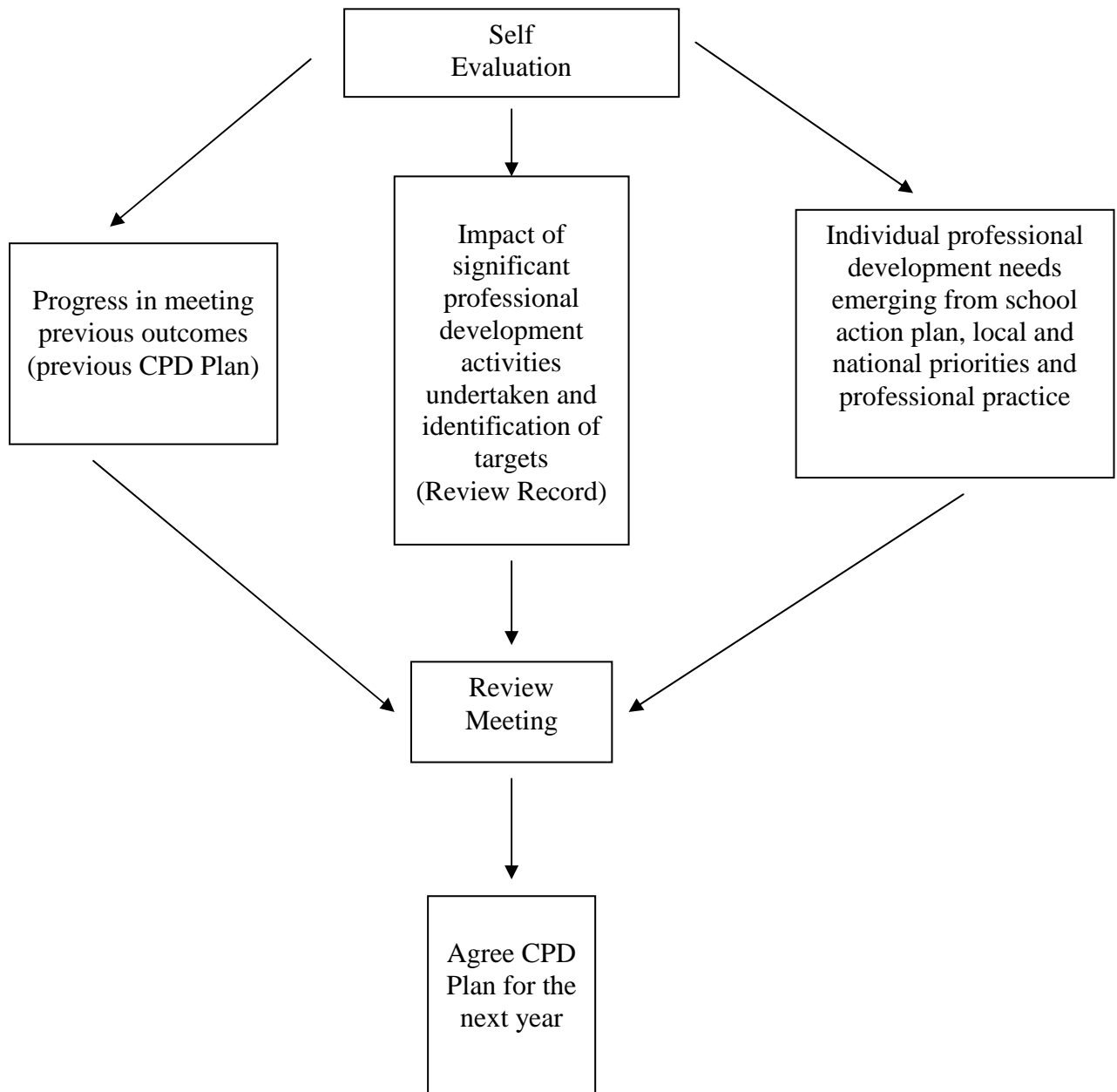
First draft: April 2008
Policy revised: January 2010
Future Review of Policy: Session 2013/14

CPD Activities (illustrative rather than exhaustive)

- Activity related to achieving national standards (Standard for Full Registration, Standard for Chartered Teacher, Standard for Headship)

- Self-evaluation and personal reflection including preparation for the professional review and development meeting

- Subject-based activities including involvement with professional bodies and associations

- Attendance at courses

- Membership of school committees and task groups

- Developing school, local authority and national policies

- Visits to and from colleagues in other schools

- Co-operative teaching

- Lesson observation and analysis

- Secondments

- Professional reading and research

- Mentoring/supporting colleagues

- Curricular planning/development

- Management and leadership development opportunities

- Teacher placements

- Working with parents/carers

- Personal development, including activities relating to career development

- Any other activity agreed as part of the professional review and development programme

Professional Review and Development Overview

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                          ┌─────────────────┐
                          │      Self       │
                          │   Evaluation    │
                          └─────────────────┘
        ┌──────────────────┐  │  ┌──────────────────────┐
        ▼                     ▼                          ▼
┌──────────────────┐  ┌──────────────────┐  ┌──────────────────────┐
│                  │  │   Impact of      │  │ Individual professional│
│ Progress in      │  │   significant    │  │ development needs     │
│ meeting          │  │   professional   │  │ emerging from school  │
│ previous outcomes│  │   development    │  │ action plan, local and│
│ (previous CPD    │  │   activities     │  │ national priorities   │
│ Plan)            │  │   undertaken and │  │ and professional      │
│                  │  │   identification │  │ practice              │
│                  │  │   of targets     │  │                       │
│                  │  │   (Review Record)│  │                       │
└──────────────────┘  └──────────────────┘  └──────────────────────┘
            │                  │                      │
            └──────────┐       ▼       ┌──────────────┘
                       ▼               ▼
                   ┌──────────────────┐
                   │     Review       │
                   │     Meeting      │
                   └──────────────────┘
                            │
                            ▼
                   ┌──────────────────┐
                   │   Agree CPD      │
                   │   Plan for the   │
                   │   next year      │
                   └──────────────────┘
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Remit of the CPD Co-ordinator

- Attending authority co-ordinator meetings

- Promoting a positive attitude towards PRD and encouraging staff in the process of self-evaluation with regard to personal and professional needs

- Identifying, quantifying and progressing professional development priorities and needs arising form the establishment improvement plan; individual CPD plans; the authority's menu of staff development activities throughout the year

- Liaising with reviewers and advising on appropriate staff development activities

- Monitoring and evaluating the procedural arrangements for PRD

- Establishing an annual plan/programme of development activities to meet the targets in relation to:

  a. the establishment plan
  b. personal professional development plans

- Supporting individuals in producing and monitoring a CPD Plan where appropriate

- Obtaining and disseminating information on professional development activities

- Co-ordinating the Probationer Mentoring arrangements.