

## KELSO HIGH SCHOOL



# DRAFT PROFESSIONAL REVIEW & DEVELOPMENT POLICY

### AUDIENCE

This Policy is for all staff in KHS.

### AIMS OF POLICY

- ⌘ To ensure that all teachers have an annual Professional Review and Development meeting with his/her Line Manager.
- ⌘ To allow teachers to produce and maintain an individual CPD Record which they maintain. (*Appendix 1*).
- ⌘ To ensure that the Professional Review and Development meeting follows the procedures outlined in the "A Teaching Profession for the 21<sup>st</sup> Century".
- ⌘ To ensure that PRD is integrated into the school year and links to development planning.
- ⌘ To ensure that a copy of the CPD needs of each individual is taken into account by the CPD Manager.

### RATIONALE

Every teacher must have a CPD Plan, which should be agreed with the Line Manager at the annual Professional Review & Development meeting, and this should be recorded in their CPD Record. The PRD meeting will last no longer than one hour and preparation for this can count as CPD - the meeting itself can contribute towards CPD.

### PRINCIPLES

The Professional Review & Development meeting will take place during the following times :

Professional Review Meeting for SMT	May/June
Professional Review Meeting for PTs, Head Janitor and Admin Assistant	August/September
Professional Review Meeting for all other staff	October/January

*(See Appendix 2)*

The timing of the PRD meetings allow CPD needs to be taken into account for the production of the development plan. The PRD Policy reflects the recommendations of SBC Policy on PRD, which has been distributed, to all staff.

**PRACTICE**

The responsibility of PRD will be overseen by the CPD group who will meet on a monthly basis to ensure that the individual PRD needs of each teacher are fulfilled as far as possible. The format of the PRD meeting will follow the recommendation in the SBC PRD Policy (*See Appendix 3*) and will use the records provided (*Appendix 4*).

**IMPLEMENTATION**

This Policy will operate from June 2006.

**REVIEW**

This Policy will be reviewed in 2007.

**RESPONSIBILITY**

J Brotherton will have responsibility for this Policy.

**CPD PROFILE – Plan and record  
CONFIDENTIAL**

**Name:**  
**Development objectives and activities agreed by**

**School: Kelso High School**  
**Reviewee:**  
**Reviewer:**

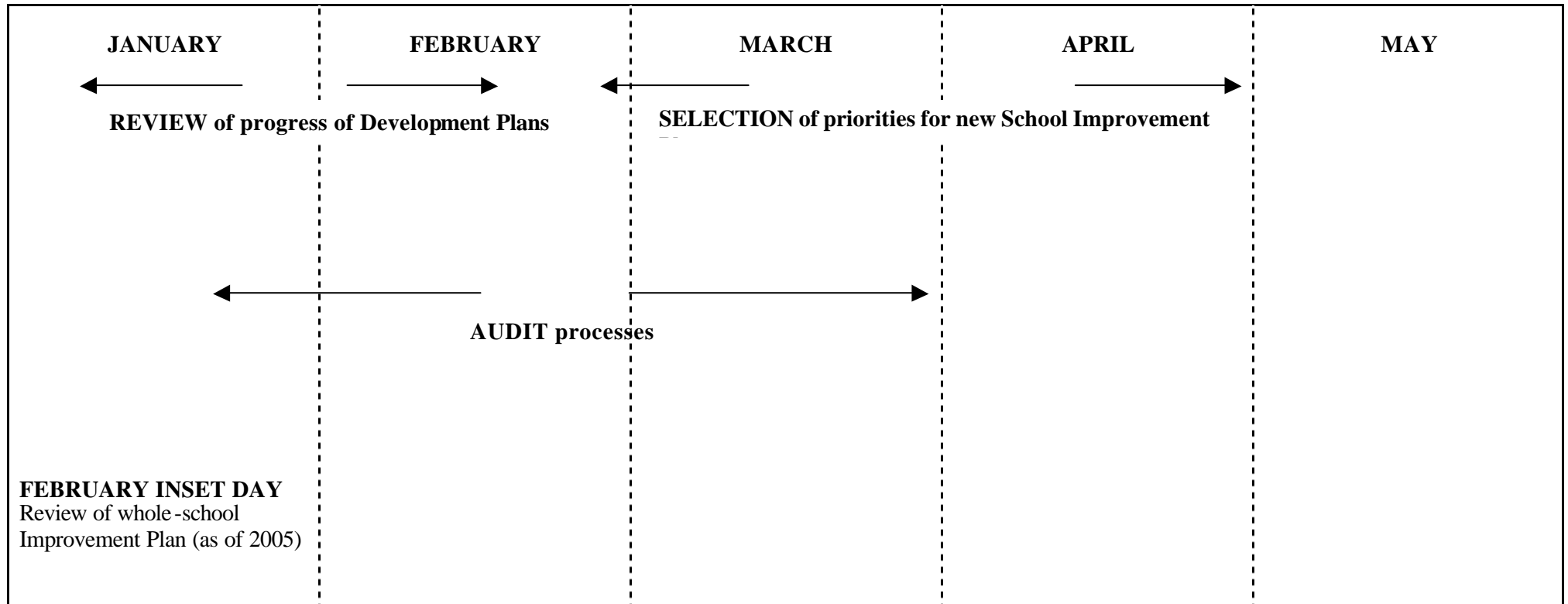
**Session:**  
**Date:**  
**Date:**

Development Objective No	Agreed Development Activity	Additional Contractual 35 hours (?)	Duration	Date	Outcome/Impact of activity
1					
2					
3					
4					
5					
6					
7					
8					

\* Insert **P** (personal), **D** (department) or **S** (school) and the cost if any

## DEVELOPMENT PLANNING & REVIEW : CYCLES AND PROCEDURES

Appendix 2



Professional Review & Development of SMT

May/June

Professional Review & Development of PTs,

August / September

Head Janitor and Admin Assistant

Professional Review & Development of all other staff

October / January

This should take place **once each year** and should involve **the teacher** and his/her **Line Manager**. The meeting should last no more than one hour and may be counted against the 35 hours additional contractual CPD. Preparation for PRD may also be counted against the additional contractual CPD. Pastoral teachers should aim to have two reviews, one with their Pastoral Line Manager and one with their Subject Line Manager.

PRD meetings should take place in the period May - January in line with the school development planning process .(See Appendix 2).

### Before the Meeting

- ✍✍ Reviewer distributes school / SBC priorities, Self Evaluation form ( See Appendix 4a) and annex B of "A Teaching Profession for the 21<sup>st</sup> Century" at least two weeks before the meeting (Appendix 3) and maintains record of dates on PRD Schedule (Appendix 4b)
- ✍✍ Reviewee completes current session's CPD Profile-Plan and Record and a Self Evaluation form . ( Courses attended can be printed off Phoenix, if requested ) (See Appendices 1 & 3)
- ✍✍ CPD Profile and Self-Evaluation form are given to reviewer one week before the review meeting
- ✍✍ Reviewee and reviewer reflect on :
  - progress made towards meeting development objectives*
  - possible future development needs*
  - school / SBC priorities*

### At the Meeting

- ✍✍ Self evaluation outcomes and CPD Record are discussed as per the agenda (Appendix 4c)
- ✍✍ Development needs are identified
- ✍✍ The reviewer to recognise successes and to make clear to teachers that their work is valued and appreciated by the school community
- ✍✍ Development objectives agreed by reviewee and reviewer to reflect individual, school and local / national priorities
- ✍✍ CPD objectives and plan are agreed and drawn up on new CPD Profile form to include staff development activities known at time of meeting (Appendix 1)
- ✍✍ Summary list of identified CPD needs completed and signed by both parties (Appendix 4d)

### After the Meeting

- ✍✍ Reviewee to negotiate CPD activities and funding with CPD Co-ordinator

- ☞ Reviewee to continue to reflect on progress and to consider the effectiveness and impact of professional development activities undertaken
- ☞ Reviewer passes summary of identified CPD needs to CPD Co-ordinator  
(See Appendix 4d)
- ☞ CPD Co-ordinator to collate individual CPD needs which cannot be met or arranged internally and communicate these to the central CPD Management Group

### **Disagreement and Appeal**

If there is disagreement between reviewee and reviewer, this should be raised, in the first instance, with the Headteacher of the school or if not appropriate, with the Head of Service.

A checklist for reviewees and reviewers is provided (See Appendix 5)

## **OUTLINE OF TEACHER DUTIES**

**Appendix 3**

### **TEACHER / CHARTERED TEACHER**

subject to the policies of the school and the education authority the duties of the teachers, promoted and unpromoted are to perform such tasks as the Headteacher shall direct having reasonable regard to overall workload related to the following categories :

- (a) teaching assigned classes together with associated preparation and correction
- (b) developing the school curriculum
- (c) assessing, recording and reporting on the work of pupils
- (d) preparing pupils for examinations and assisting with their administration
- (e) providing advice and guidance to pupils on issues related to their education
- (f) promoting and safeguarding the health, welfare and safety of pupils
- (g) working in partnership with parents, support staff and other professionals
- (h) undertaking appropriate and agreed continuing professional development
- (i) participating in issues related to school planning, raising achievement and individual review
- (j) contributing towards good order and the wider needs of the school

### **PRINCIPAL TEACHER (CURRICULUM / PASTORAL)**

- (a) responsibility for the leadership, good management and strategic direction of colleagues
- (b) curriculum development and quality assurance
- (c) contributing to the development of school policy in relation to the behaviour management of pupils
- (d) the management and guidance of colleagues
- (e) reviewing the CPD needs, career development and performance of colleagues. The provision of advice, support and guidance to colleagues
- (f) responsibility for the leadership, good management and strategic direction of pastoral care within the school
- (g) the development of school policy for the behaviour management of pupils
- (h) assisting in the management, deployment and development of pastoral care staff
- (i) implementation of whole school policies dealing with guidance issues, pastoral care, assessment and pupil welfare
- (j) working in partnership with colleagues, parents, other specialist agencies and staff in other schools as appropriate

### **HEADTEACHER**

The role of the Headteacher is, within the resources available, to conduct the affairs of the school to the benefit of the pupils and the community it serves, through pursuing objectives and implementing policies set by the education authority under the overall direction of the Director of Education. The Headteacher shall be accountable to the education authority for the following list of duties and for such other duties as can reasonably be attached to the post :

- (a) responsibility for the leadership, good management and strategic direction of the school
- (b) responsibility for school policy for the behaviour management of pupils
- (c) the management of all staff, and the provision of professional advice and guidance to

colleagues

- (d) the management and development of the school curriculum
- (e) to act as adviser to the School Board and to participate in the selection and appointment of the staff of the school
- (f) to promote the continuing professional development of all staff and to ensure that all staff have an annual review of their development needs
- (g) working in partnership with parents, other professionals, agencies and schools
- (h) to manage the health and safety of all within the school premises

### **DEPUTE HEADTEACHER**

The role of the Depute Headteacher is to assist and, where necessary, to deputise for the Headteacher in the conduct of the school's affairs.

**KELSO HIGH SCHOOL****PROFESSIONAL REVIEW AND DEVELOPMENT****PRE-REVIEW SELF-EVALUATION PROFESSIONAL REVIEW &  
DEVELOPMENT**

A copy of this form along with your CPD Profile should be given to your Line Manager **one week** before the PRD meeting. The contents will remain strictly confidential and the form will be returned to you at the meeting.

Please ignore questions which do not seem relevant to you. Also, feel free to alter the wording of any question if this will make the question more appropriate to you.

Self evaluation reflection should be based upon annex B of "A Teaching Profession for the 21<sup>st</sup> Century".

How well does your job description reflect your actual work

Please give a brief report on targets set at the last review

Which parts of your job have given you particular satisfaction over the last year?

Which parts of your job have caused you concern or problems over the past year?

Are there any ways in which the management of the school or department could help you be more effective in your job?

Do you feel that you get adequate opportunities to participate in school developments and planning?

Career development – a) in the short term  
b) in the long term

What do you want to achieve in terms of your own professional development over the next year?

How can we do as a school to further support you in your job?

How can we as a school best support you in your career development?

What specific targets would you like to set for yourself over the next year?

Amended March 2006

# PROFESSIONAL REVIEW AND DEVELOPMENT

## SCHEDULE

REVIEWEE	
REVIEWER	
DATE OF ISSUE OF PRE-REVIEW SELF-EVALUATION SHEET AND AGREED SCHEDULE FOR REVIEW	
DATE OF RETURN OF PRE-REVIEW SELF-EVALUATION SHEET AND CPD RECORD	
DATE OF REVIEW MEETING	
TIME	
PLACE	
DATE FOR COMPLETION AND ISSUE OF RECORD SHEET	
DATE FOR RETURN OF RECORD SHEET AND COMPLETION OF REVIEW PROCESS	
DATE CPD NEEDS SHEET FORWARDED TO DEPUTE (CPD)	

### Attachments

1. Job Description
2. Pre-review Self-evaluation Sheet

### Appendix 4b

# **KELSO HIGH SCHOOL**

## **PRD AGENDA**

1. JOB DESCRIPTION
2. PREVIOUS TARGETS
3. JOB SATISFACTIONS
4. JOB CONCERNS
5. FUTURE PLANS
6. DEVELOPMENT NEEDS
7. SUPPORT FROM SCHOOL
8. OTHER ISSUES
9. CPD NEEDS
10. SPECIFIC TARGETS

-oOo-

# Summary of CPD needs

Date:

Reviewer:

Reviewee:

Identified development needs

??

??

??

??

??

Notes:

Signed: Reviewer: ..... Reviewee:.....

**A copy of this form should be sent to the school CPD co-ordinator after your PRD interview.**

## Checklist for reviewee

Maintain CPD Profile

Complete self evaluation form. Look at your job description and any other relevant documentation relating to your job.

Present both CPD Record and self evaluation form to Line Manager one week before the PRD meeting

Research appropriate CPD activities. Think in some depth about your professional experiences and development needs. Consider likely objectives which relate to School/department Improvement Planning.

## Checklist for reviewer

Arrange PRD meeting (s). Set a clear date and time for the interview and put aside adequate time for the discussion, free from interruption and in a comfortable, informal location. Details may be completed on the schedule.

Distribute self evaluation form and annex B of "A Teaching Profession for the 21<sup>st</sup> Century" at least **two weeks** before the PRD meeting

Have to hand reference of copy of annex B of "A Teaching Profession for the 21<sup>st</sup> Century" and school / SBC priorities at the PRD meeting

Have to hand a new CPD Profile-Plan and Record and summary sheet of CPD needs for use at the meeting

Analyse CPD needs in relation to the development plan

Identify CPD needs which can be met or arranged internally

Communicate CPD needs which cannot be met or arranged internally to school or cluster CPD Co-ordinator

## After the meeting

?? Self-evaluation form and CPD Profile-Plan and Record to be kept by Reviewee ( the reviewer may also keep a copy on negotiation with the reviewee)

?? Summary of CPD needs to be sent to CPD Co-ordinator