
PORTFOLIO OF CONTINUING PROFESSIONAL DEVELOPMENT

There is no statutory requirement to maintain a professional development record, but it is certainly now accepted good practice for teachers to produce a portfolio, which contains evidence of ongoing professional development. For Newly Qualified Teachers, this activity can help crystallize their learning and, therefore, be a very useful development device.

This portfolio may be based on the Career Entry and Development Profile.

Items for inclusion could include:

The profile / CEDP may also include:

- a timetable of dates and times for observation, review meetings
- a chart showing ongoing progress towards meeting all 41 Core Standards by the end of the Induction period
- all observation and feedback (a minimum of 6 across the year)
- notes from each observation of the review meetings (a minimum of 6)
- Action Plans (a minimum of six across the year) annotated to show how targets have been met/developed in subsequent plans
- Notes from all additional meetings
- Assessment forms (1st, 2nd, final and possibly 'interim')
- A brief record of how all 10% non-contact time has been used to support meeting the standards
- lesson plans/weekly plans, together with a statement or annotation focusing on what went well and why;
- photographs of pupils engaged in activities; photographs of displays of pupils' work;
- photocopies of pupils' work, coupled with feedback comments, possibly followed by the next piece of work in order to demonstrate that the learner is engaging with the feedback/marking;
- schemes of work which have been adapted by the NQT to suit needs;
- notes from observing other people's lessons;
- summaries of key learning points from courses attended;
- cumulative list of courses attended – useful when compiling CV;
- notes made as a result of school induction programme;
- learning from parents meetings;
- learning log, where one is kept;
- progress towards longer term career goals and aspirations

These are just some initial suggestions, there are many more possibilities.

All NQTs who wish to can seek to gain and bank 30 credits towards their MA at no cost, by completion of a reflective portfolio.

For further details of this opportunity contact mark7.jones@uwe.ac.uk (University of the West of England) or ruth.barrington@bathspa.ac.uk (Bath Spa University)