

Professional Development Portfolios

Professional Development Portfolios take many forms and no matter what format they take it is essential they are both manageable and purposeful, otherwise they join the rest of the documents on the top shelf which have no obvious practical use. With the use of IT, an 'e-based' system would offer the best degree of flexibility particularly if based within a 'memory stick' alongside a folder which can contain hard copies such as certificates, photos, documents etc.

The content of the Portfolio needs to include:

- a. Job description
- b. Outline of particular areas of responsibility
- c. Performance Management Targets and review
- d. Performance Management Matrix
- e. Lesson Observations
- f. Record of Continued Professional Development inc.
 1. list of inset, dates and title
 2. any research such as TLA or Masters,
 3. curricular innovation,
 4. new resources etc
- g. Annual Pay review

Optional Extras

- h. Photographs
- i. Video Clips
- j. CEDP and Induction

What is the Value of a Professional development Portfolio?

As much as anything it shows your personal commitment to your professionalism and simply keeps all that this entails in a purposeful document. In addition it:-

- keeps an ongoing record of CPD,
- allows easy access to an evidence base to support Performance Management,
- is transferable,
- shows commitment to your own personal development,
- shows commitment to the profession,
- aids career prospects by indicating the above two points,
- can be used to support other teachers, by sharing the key elements of professional learning, and enabling 'Threshold' transition to be smooth and strongly evidence based.

Professional Development is the responsibility of the individual, whilst the school is the facilitator of the personalisation of identified needs. Keeping a Portfolio is an easy way of managing and maintaining the high profile of your responsibility, development and career progression.