

# Professional Development Portfolio

**Name:**

## Your Professional Development Career Portfolio.

The purpose of your Professional Development Career Portfolio is to convey a summary of information about your strengths, experiences and professional development activities. The separate grid which forms Section E is intended to help structure your discussions which relate to your own professional development needs and thereby assist planning to meet those needs. **Section E highlights the links between the TDA teaching standards and aspects of your work which may assist you in your CGeog application.**

The information in the profile is intended to help you to:

- Identify & build on your strengths;
- Target & address your own professional development needs;
- Take responsibility for your own professional development by establishing the practice of target setting and review;
- Develop your skills in such a way that you are in a position to develop your career in the way that you desire.

**Please note: This is your portfolio and is wholly owned by you; its sole intention is to help you reflect on your professional experiences, and help you to develop your career in any way in which you choose.** As such, the information which it contains is completely confidential, will not be held centrally and cannot be used by anyone other than yourself. It may be that not all of the sections are appropriate to you, but do use whatever is of value to you.

### The Profile Consists of:

**Section A:** Personal Details;

**Section B:** Summary of Education;

**Section C:** Your Employment History;

**Section D:** A Record of Your Professional Development Activities;

**Section E:** Your Professional Development Profile (This is a means of identifying your current strengths & future training priorities).

**CPD with the RGS: Professional Development Career Profile.**

## **Section A: Personal Details.**

**Surname:**

**Title:** Mr; Mrs; Miss; Ms; Dr.

**Christian Names:**

**Marital Status:**

**Date of Birth:**

**Address:**

**Home Telephone Number:**

**DCFS Reference Number:**

**Date of Qualification as a Teacher:**

**National Insurance Number:**

**Salary Scale:**

## Section B: Summary of Education.

### Post 16 Education:

Dates	Institution	Qualifications (with grades)

### Higher Education:

Dates	Institution	Degree or equivalent (with class)

### Teacher Training:

Dates	Institution	Details
		<p><b>Type of Teacher Training:</b> Secondary/Middle/Primary</p> <p><b>Subjects Qualified To Teach:</b></p> <p><b>Qualifications:</b></p>

### Relevant Experience:

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## Section C: Employment History.

### 1. Record of Employers:

Dates	Name of School or Institution. (State whether Nursery, Primary, Middle, Secondary, Comprehensive, Selective etc)	Education Authority Or Employer	Age Range/ Single Sex or Mixed	Approximate Number on Roll	Position Held & Responsibilities

### 2. Current Role & Responsibilities:

Role/Job Title	Responsibilities	Skills, Knowledge, Qualities Developed In This Role

### 3. Key Successes In Your Current Role:

Outlined below are some of the key successes which I feel that I have achieved in my current role. As part of this section you may wish to record evidence of pupil progress.

Role	Key Successes Achieved

4. Current Job Description:

Insert a Copy of  
Your Current Job  
Description  
Here

## Section D: A Record of Your Professional Development Activities.

Date Hours/ CGeog Points	Title of Activity/CPD Opportunity	Skills, Knowledge, Qualities Developed by the Activity	Action Taken As A Result of the Activity (evaluation strategies/methods; changes to teaching; impact in the classroom; developments etc)	Opportunities For Career Development

**Section D: A Record of Professional Development Activities (continued)...**

Date Hours/ CGeog Points	Title of Activity/CPD Opportunity	Skills, Knowledge, Qualities Developed by the Activity	Action Taken As A Result of the Activity (evaluation strategies/methods; changes to teaching; impact in the classroom; developments etc)	Opportunities For Career Development



For Your Annual CGeog Accreditation, you may wish to arrange your CPD activities in the following format:

See ‘CPD Guidance’ document found at [www.rgs.org/cgeogteacher](http://www.rgs.org/cgeogteacher) for information about points (hours) allocation for CPD activities.

**Year:**

<b>Name:</b>			
<b>Fellowship Number:</b>			
<b>Year:</b>			
	<b>CPD activity</b>	<b>Hours / points allocation</b>	<b>Reflection and development</b>
<b>Knowledge &amp; Understanding</b> (training courses, seminars, workshops, inset, promotion of geography)			
<b>Practical application</b> (application of geographical knowledge and skills, publications, resource development, examining, websites)			
<b>Management and mentoring</b> (project management, mentoring, training for senior role, Humanities)			

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Status, Geography Quality Mark)			
<b>Personal development</b> (Management or communications training, ICT skills development)			
<b>Professional development</b> (Working groups, committees, councils, curriculum development, membership of professional bodies, consultancy)			

## Section E: Your Professional Development Profile.

Your Professional Development Profile is intended to form the basis of continuing professional review based upon the TDA National Standards for teachers. There are three documents which you may find of use:

- Your professional development career profile – a planning tool using the TDA standards at each stage in your career & **links to your CGeog application;**
- The TDA Standards document – this document explains the TDA National Standards;
- The TDA Standards Framework document – this document outlines the standards and also provides an alternative way of ‘mapping’ the standards and showing progression through your career.

### The Aims Of Your Professional Development Profile:

- To provide a framework for all teachers to identify and plan for their own professional development.
- To enable all teachers to engage in purposeful dialogue about the strengths and areas for development of their teaching and managerial responsibilities.
- To help all teachers recognise the requirements expected of them at different stages of their professional careers, and thereby help plan for individual career development.
- To ensure that professional development is clearly linked to the school and departmental development plan priorities, as well as meeting the needs of individuals.
- To provide a means of evaluating the impact of professional development activities which are undertaken in terms of future professional development needs.
- **To help you to identify areas for your professional development which will support your CGeog application.**

### The Process of Completing the Professional Development Profile.

- The priorities of the School Improvement Plan are established;
- Departments develop their development plans based on the School Improvement Plan;
- Departments identify their departmental training priorities on an annual basis & pass those to the school’s leader of Continuing Professional Development;
- Each teacher undertakes a self review on an annual basis using the profile matrix. This identifies strengths and areas for future development based upon the TDA national standards;
- The profile should build up over a number of years.

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