The Process of Professional Review and Development

Before the review meeting

In preparing for professional review, both the reviewee and the reviewer should consider the outcomes from, and impact of, any professional development activities undertaken and reflect on possible future development needs. They should reflect on the Profile including, if appropriate, progress towards meeting previously identified needs and development objectives.

At the review meeting

There should be discussion of the Profile.
Reviewee and reviewer should identify and agree development needs. (Shared in confidence by reviewee and reviewer)
They should agree the translation of needs to development objectives. Both reviewee and reviewer should record agreed development objectives. (Shared in confidence by reviewee and reviewer)
Both reviewee and reviewer should agree CPD activities to address strengths and development needs. Both should record these activities linked to development objectives. The list of activities, linked to development objectives, forms the planning section of the reviewee's CPD Profile for the year ahead. Further activities, which may be undertaken in subsequent sessions, can also be identified. (Shared with school or local authority CPD Co-ordinator as appropriate

After the review Meeting

The reviewee should continue to reflect on progress towards meeting identified needs and development objectives. She or he should consider regularly the effectiveness and impact of professional development activities undertaken. Newly identified development objectives and related activities should be discussed informally with the reviewer as they arise.