

HHS Career Development Booklet - Teaching Staff



HHS Career Development – Teachers

This booklet is a work in progress that will be reviewed, improved, and expanded across the year to support staff who are interested in career progression to identify potential career development pathways and access relevant development opportunities. It has come out some of the career development discussions which took place earlier this year, thank you to those involved in that process.

The following page shows a career development map for teachers outlining different stages and roles available. Not all these roles exist at HHS, however they are roles that are commonly available in Secondary schools and we recognise that their time at HHS will form only a part of many teachers' full careers. We will fully support teachers who are looking to develop themselves to pursue a role at another school.

Unfortunately, during the current climate, paid external courses that require cover are going to be limited both in their availability and the extent to which we can facilitate them. However, in addition to any external courses linked to career development we have also introduced a series of internal opportunities for staff looking to gain experience ahead of applying for promoted posts.

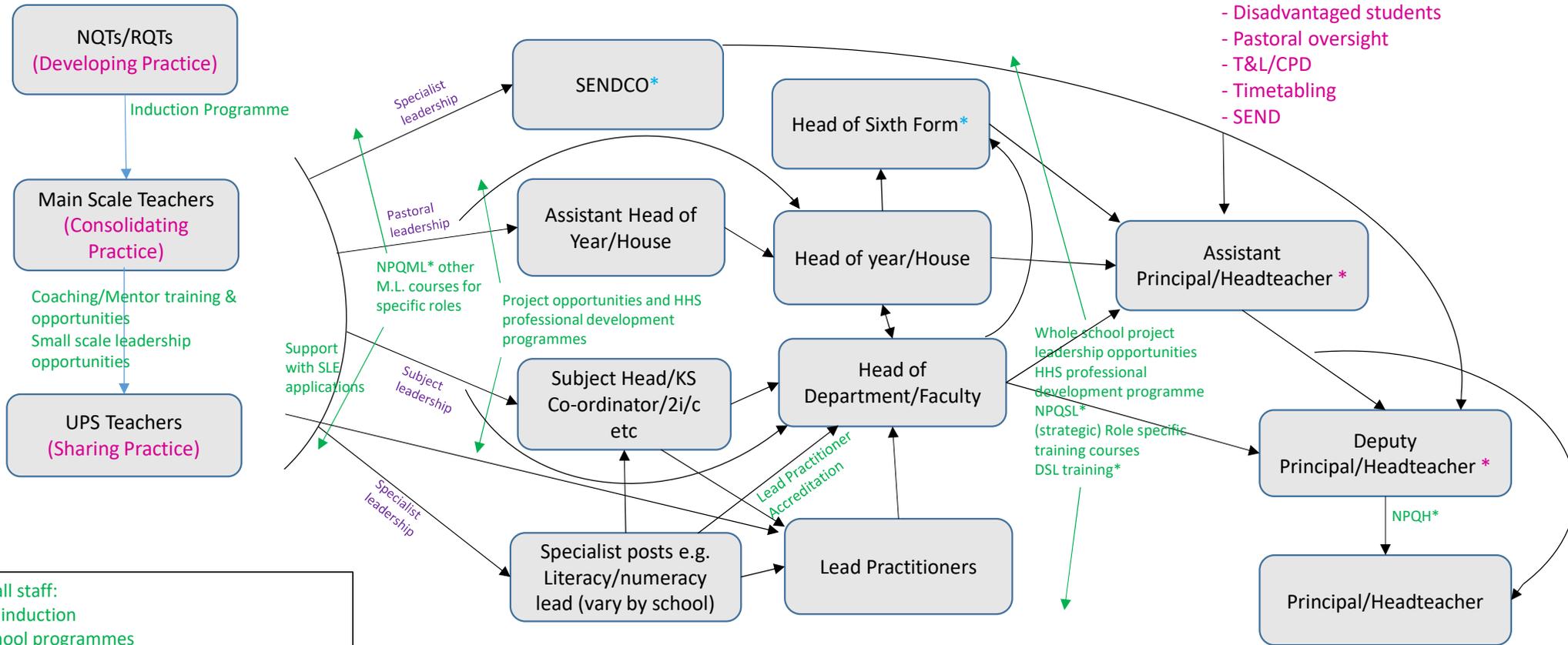
Formalised projects with support from someone in your department/house/school leadership teams are available and can be discussed. Additionally, we have created three "HHS professional development programmes".

- Outstanding Tutor Programme: For staff looking to progress into pastoral roles of responsibility.
- Stepping Up to HOD: For staff looking to progress into academic/pastoral roles of responsibility.
- Stepping Up to Senior Leadership: For staff looking to progress from Middle Leadership to Senior Leadership.

These programmes will involve working with an appropriate member of staff to support you in developing practice and gaining experience relevant to the role. The checklists that underpin the programmes are attached in this booklet, however the programmes will be personalised to each person taking their starting points and end goals into account. If you or a member of your team are interested in one of these programmes please speak to Jason.

⇒ CPD available/recommended (*indicates budget contingent)
 *often part of an SLT remit

*SLT Strategic Remits include: - Achievement & Progress
 - Attendance, behaviour & safeguarding
 - Curriculum (Content/structure)
 - Director of Sixth Form
 - Disadvantaged students
 - Pastoral oversight
 - T&L/CPD
 - Timetabling
 - SEND



- Available to all staff:
- New staff induction
 - Whole school programmes
 - Department programmes
 - Pastoral focus programmes
 - *External courses (e.g. exam board spec)
 - Safeguarding/GDPR renewals
 - Bespoke coaching support (teaching or role specific)
 - Personal reading (school will buy books from CPD budget*)
 - Role/remit specific training

Outstanding Tutor Programme - Log of experience

0/26 completed

Seen it	Date	Done it	Date	Task	HOH Confirmation
<input type="checkbox"/>		<input type="checkbox"/>		Completed a difficult phone call home.	
<input type="checkbox"/>		<input type="checkbox"/>		Arranged, completed paperwork and informed parents of an Internal Inclusion.	
<input type="checkbox"/>		<input type="checkbox"/>		Arranged, completed paperwork and informed parents of an external inclusion.	
<input type="checkbox"/>		<input type="checkbox"/>		Arranged, completed paperwork and informed parents of a fixed term exclusion.	
<input type="checkbox"/>		<input type="checkbox"/>		Phoned home to provide positive news.	
<input type="checkbox"/>		<input type="checkbox"/>		Attended a behaviour stage 4 meeting with parents.	
<input type="checkbox"/>		<input type="checkbox"/>		Attended a behaviour stage 5 (PSP) meeting with parents.	
<input type="checkbox"/>		<input type="checkbox"/>		Arranged prefects for a school event.	
<input type="checkbox"/>		<input type="checkbox"/>		Attended and contributed to a house team meeting.	
<input type="checkbox"/>		<input type="checkbox"/>		Presented part of or a whole house assembly.	
<input type="checkbox"/>		<input type="checkbox"/>		Issued a report card, informed parents and monitored progress.	
<input type="checkbox"/>		<input type="checkbox"/>		Completed a meeting that ended up with a safeguarding referral via CPOMS	
<input type="checkbox"/>		<input type="checkbox"/>		Recommended appropriate support agency to a parent or family.	
<input type="checkbox"/>		<input type="checkbox"/>		Arrange for a round-robin to be sent out and results analysed and communicated to parents.	
<input type="checkbox"/>		<input type="checkbox"/>		Complete behaviour stage update with HOH.	
<input type="checkbox"/>		<input type="checkbox"/>		Make announcement in staff briefing.	
<input type="checkbox"/>		<input type="checkbox"/>		Complete a PEEP form.	
<input type="checkbox"/>		<input type="checkbox"/>		Arrange for a set change or option block move.	
<input type="checkbox"/>		<input type="checkbox"/>		Deal with a probable case of bullying.	
<input type="checkbox"/>		<input type="checkbox"/>		Conduct a meeting with an EAL student/ possibly using language line.	
<input type="checkbox"/>		<input type="checkbox"/>		Conversation with home about attendance issues e. g. Truancy.	
<input type="checkbox"/>		<input type="checkbox"/>		Conversation with home about academic progress issues.	
<input type="checkbox"/>		<input type="checkbox"/>		Help complete a Permanent Exclusion evidence pack.	
<input type="checkbox"/>		<input type="checkbox"/>		Been part of a managed move process.	
<input type="checkbox"/>		<input type="checkbox"/>		Arrange "restorative meeting" between two or more students.	
<input type="checkbox"/>		<input type="checkbox"/>		Arrange a "restorative meeting" between a teacher and a student.	

Stepping up to Subject Lead/HOD - Log of experience

0/28 completed

Seen it modelled	Date	Done it	Date	Task	HOD Confirmation
<input type="checkbox"/>		<input type="checkbox"/>		Contributed resources to a SOW	
<input type="checkbox"/>		<input type="checkbox"/>		Written complete lessons for a SOW	
<input type="checkbox"/>		<input type="checkbox"/>		Taken the lead on writing a SOW	
<input type="checkbox"/>		<input type="checkbox"/>		Contributed to overall curriculum sequencing	
<input type="checkbox"/>		<input type="checkbox"/>		Conduct a joint observation and subsequent feedback meeting	
<input type="checkbox"/>		<input type="checkbox"/>		Use department level tracking data to plan a suitable intervention and evaluate its impact	
<input type="checkbox"/>		<input type="checkbox"/>		Use department level tracking data to evaluate the quality of teaching in a particular unit	
<input type="checkbox"/>		<input type="checkbox"/>		Design a suitable assessment for a unit	
<input type="checkbox"/>		<input type="checkbox"/>		Contribute to the department handbook	
<input type="checkbox"/>		<input type="checkbox"/>		Review/write risk assessments for an activity	
<input type="checkbox"/>		<input type="checkbox"/>		Contributed to the department SEF	
<input type="checkbox"/>		<input type="checkbox"/>		Contributed to the department development plan	
<input type="checkbox"/>		<input type="checkbox"/>		Use enhanced results analysis tools to analyse exam (and CAU) performance and plan appropriate actions	
<input type="checkbox"/>		<input type="checkbox"/>		Supported a member of staff with classroom delivery	
<input type="checkbox"/>		<input type="checkbox"/>		Supported a staff member with developing subject knowledge	
<input type="checkbox"/>		<input type="checkbox"/>		Supported a staff member with behaviour management	
<input type="checkbox"/>		<input type="checkbox"/>		Completed a difficult phone call home.	
<input type="checkbox"/>		<input type="checkbox"/>		Phoned home to provide positive news.	
<input type="checkbox"/>		<input type="checkbox"/>		Issued a subject report card, informed parents and monitored progress.	
<input type="checkbox"/>		<input type="checkbox"/>		Organised a subject isolation, informed parents and monitored completion.	
<input type="checkbox"/>		<input type="checkbox"/>		Conversation with home about behaviour issues in class.	
<input type="checkbox"/>		<input type="checkbox"/>		Conversation with home about academic progress issues.	
<input type="checkbox"/>		<input type="checkbox"/>		Arrange and lead a "restorative meeting" between a teacher and a student.	
<input type="checkbox"/>		<input type="checkbox"/>		Minuted a department meeting.	
<input type="checkbox"/>		<input type="checkbox"/>		Led an item at a department meeting.	
<input type="checkbox"/>		<input type="checkbox"/>		Chaired a department meeting	
<input type="checkbox"/>		<input type="checkbox"/>		Attended Middle Leaders meeting	
<input type="checkbox"/>		<input type="checkbox"/>		Visited a department in another school	

Stepping up to Senior Leadership - Log of experience

0/20 completed

Seen it modelled	Date	Done it	Date	Task	SLT Confirmation
<input type="checkbox"/>		<input type="checkbox"/>		Lead on a school wide strategy, using appropriate data and information to plan, execute and evaluate a strategy appropriate to the issue.	
<input type="checkbox"/>		<input type="checkbox"/>		Assisted a member of SLT in producing a piece of whole school policy.	
<input type="checkbox"/>		<input type="checkbox"/>		"SLT for a day" - shadowing a member of Senior Leadership for a single day	
<input type="checkbox"/>		<input type="checkbox"/>		Shadowing and discussion of/participation in longer term SLT strategic role in area of interest	
<input type="checkbox"/>		<input type="checkbox"/>		Being school lead during SLT planning day	
<input type="checkbox"/>		<input type="checkbox"/>		Accompany a member of SLT into a complaints procedure meeting	
<input type="checkbox"/>		<input type="checkbox"/>		Participate in the quality assurance process	
<input type="checkbox"/>		<input type="checkbox"/>		Supported a member of staff with classroom practice, carrying out observations and giving feedback as appropriate	
<input type="checkbox"/>		<input type="checkbox"/>		Supported a staff member with behaviour management, carrying out observations and giving feedback as appropriate	
<input type="checkbox"/>		<input type="checkbox"/>		Supported a Middle Leader in their role	
<input type="checkbox"/>		<input type="checkbox"/>		Take part in the interview process for a new member of staff	
<input type="checkbox"/>		<input type="checkbox"/>		Inform an unsuccessful candidate of their interview and provide feedback	
<input type="checkbox"/>		<input type="checkbox"/>		Delivery of CPD session(s) at whole school level	
<input type="checkbox"/>		<input type="checkbox"/>		Delivery of CPD sessions(s) at Trust level/to colleagues from other schools	
<input type="checkbox"/>		<input type="checkbox"/>		Arrange and lead a "restorative meeting" between a teacher and a student.	
<input type="checkbox"/>		<input type="checkbox"/>		Attended a link meeting in an area other than your own (pastoral/department)	
<input type="checkbox"/>		<input type="checkbox"/>		Attended a Senior Leadership Meeting	
<input type="checkbox"/>		<input type="checkbox"/>		Present to the Local Governing Board	
<input type="checkbox"/>		<input type="checkbox"/>		Attended a strategy or network meeting appropriate to your strategic area of interest	
<input type="checkbox"/>		<input type="checkbox"/>		Visited another school	