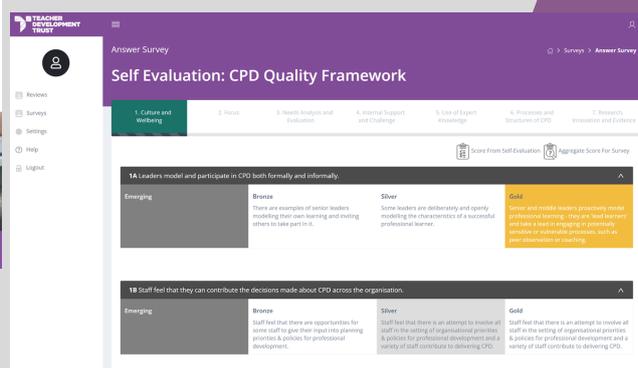
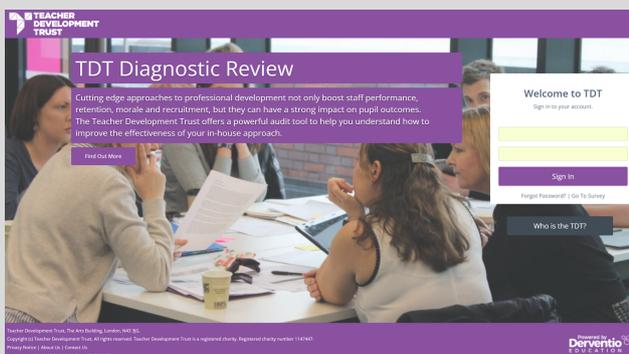


PLANNING YOUR DIAGNOSTIC REVIEW

TDT's unique CPD diagnostic process is designed to help leaders assess the quality and culture of professional learning within a school or group of schools, providing clear direction for improvement and impact. The in-depth, developmental and collaborative process uses an evidence-based framework underpinned by practices from the most effective schools.

All Network Members have access to the digital tool which supports this process. This guide is for members who have opted to carry out a complete CPD Diagnostic Review which is supported by a TDT Coach, followed up with a comprehensive report and termly coaching calls, and provides an award level plaque in recognition of your practice for display in your school or college.



Through this process we commit to identifying sustainable ways forward to achieve staff buy-in and put effective teacher development at the heart of school improvement. Following the Diagnostic Review, our TDT experts will provide support which includes working with you to help design, commission, implement, and evaluate CPD plans.

Talk to the Team

To begin arranging your review, contact our Network team to talk through the process and secure a date for the interview element. Please note, we aim to be as flexible as possible in booking, but it is best to give as much notice as possible in order to reserve your preferred date.

We are available Monday to Friday to discuss arrangements over the phone. Simply get in touch at enquiries@tdtrust.org or call on +44 (0)20 3961 6794.

Working Remotely

Moving this element of our work with members online has provided us with a clear understanding of remote communication, and strengthened our skill in creating open, safe environments for reflection and effective coaching using online video-calling platforms such as Zoom, MS Teams, and Google Meet.

Carrying out reviews virtually means we are able to keep the expectations on time from the whole school team as low as possible. However, if you would like a member of the central team to visit your school and hold these interviews in person please contact us to discuss additional costs associated with an in-person review.

The Process

As the process will need to be completed within the membership year, we urge that you plan to carry this out within the first three months to maximise your membership. We then recommend members complete this process a minimum of every two years to support planning and benchmark progress.

The review is comprised of three elements:

- An online self-evaluation form completed by the senior leadership team
- An online, whole-staff survey to examine perceptions and attitudes of staff (anonymous and including support staff)
- Staff Interviews with a TDT Coach to discuss experiences of CPD at the school.

We can also organise Peer Reviews, in which a CPD Lead from another TDT Network school joins the final element of the process.

Continue reading for more details and notes on estimated capacity for each element.

Self-Evaluation

1-2 hours for the CPD Leader: On accessing the [Diagnostic Tool](#) to carry out your Self-Evaluation, you will be presented with seven sections for review, each of which contain statements for you to select Emerging, Bronze, Silver or Gold against, with examples of what this looks like in practice.

You may choose to add notes or share supporting documents. Carrying this element out as a group of two or more provides additional opportunity for support and challenge to your thinking.

Anonymous Staff Survey

10-15 minutes per colleague: The survey will adjust to roles and answers are anonymous. This should be completed in advance of the interview date, helping us to identify whole staff impressions of the professional development available at your school so our questions are tailored to your context.

We recommend setting time aside for this in a staff meeting for maximum return or are happy to provide an email template to forward to colleagues.

Interviews with TDT

15-45 minutes each for 6-8 selected colleagues: Once a date is confirmed, we ask that you arrange a timetable for the day for which we will provide an editable timesheet. The visit should run for no more than half a day, comprising of a series of short interviews to discuss CPD with a range of colleagues, including short breaks in between. The interviews are conversational in style, designed to create safe space in which your staff can discuss ideas around CPD. Below is a typical list of who we usually meet to produce a full report (one person per role).

Headteacher (c. 25 minutes)
CPD Lead or equivalent (c. 45 minutes)
Middle Leader (c. 25 minutes)
Experienced member of staff (c. 25 minutes)
NQT/ITE (c. 25 minutes)
Support staff - pupil facing (c. 20 minutes)
Support staff - site or administrative (c. 20 minutes)
Governor (optional, c. 15 minutes)

We appreciate this volume of staff might not be possible for smaller schools so recommend instead that you aim to identify a range of roles and levels of experience that will provide us with the best sample of the organisation possible.