



Developing a CPD Portfolio

A CPD Portfolio is a collection of materials that records and reflects your work and provides an evidence base to underpin your professional learning, pay progression and career development. As well as recording the 'journey travelled', it also contains expressions of future needs and planning.

A CPD Portfolio does not have a fixed, recommended design and it should be flexible enough to support the following functions:

- Preparing evidence for interviews, courses, performance management reviews, application for higher teacher status (Threshold, AST).
- Supporting career planning by recording previous roles, referencing current achievements, highlighting skills you have developed and recording your learning (not just courses).
- Planning your training and development by reflecting on your practice and including self evaluation and peer analysis linked to inform your training plans.

Potential range of documentation and evidence to include within a CPD Portfolio

Documentation

- ✓ Job Description
- ✓ National Standards for your stage
- ✓ Performance Management paperwork
- ✓ Certificates
- ✓ Up-to-date CV

Knowledge and Understanding

- ✓ Schemes of work
- ✓ CPD notes
- ✓ Team meeting notes

Teaching and Assessment

- ✓ Observation feedback
- ✓ Ofsted feedback
- ✓ Assessment records
- ✓ Documents and photo record of display etc
- ✓ Examples of differentiated worksheets

Pupil Progress

- ✓ Samples of pupils' work
- ✓ Formative assessment records (eg SATS) that show progress
- ✓ Comparisons with internal and external data

Professional Characteristics

- ✓ Self evaluation
- Feedback from:
 - ✓ Line manager
 - ✓ Colleagues
 - ✓ Pupils and/or parents
 - ✓ 360° Feedback

Wider Professional Effectiveness

- ✓ Qualifications gained
- ✓ Record of presentations given or CPD you led
- ✓ Applications for professional development
- ✓ Extra curricular work