



Penryn College

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# Professional Review Policy

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| Date approved:          | July 2026                                      |
| Date due to be renewed: | July 2029                                      |
| Person responsible:     | Headteacher                                    |
| Published:              | Staff Intranet, Staff Handbook, School Website |



## Purpose

The purpose of Professional Review is to support professional growth, improve practice, recognise contributions, and support the achievement of Penryn College's strategic priorities (SIP). Professional Review is a developmental process based upon professional dialogue, reflection and continuous improvement. It is not intended to generate unnecessary workload or bureaucracy.

Penryn College is committed to creating a culture in which staff are supported to:

- develop professionally
- improve outcomes for pupils
- contribute to school improvement
- access meaningful professional development
- progress in their careers
- maintain a healthy work-life balance

Professional Review and capability are separate processes. Professional Review and pay progression are also separate processes and will be administered in accordance with Penryn College's Pay Policy.

## Guiding Principles

Professional Review at Penryn College will:

- be supportive and developmental
- be rooted in professional trust
- focus on improving outcomes for pupils
- minimise workload
- use existing evidence wherever possible
- avoid excessive data collection
- avoid unnecessary paperwork
- recognise individual circumstances
- support wellbeing and professional fulfilment

Existing school systems, portals, routine quality assurance activities and professional conversations should provide sufficient evidence. Reviewers must not require staff to:

- create evidence solely for appraisal purposes
- maintain separate Professional Review folders
- produce excessive written reflections
- generate additional data analyses beyond normal practice
- compile portfolios of evidence unless specifically agreed

## Scope

This policy applies to:

- Teachers



- Leaders
- Support Staff

The policy does not normally apply to:

- Early Career Teachers undertaking statutory induction
- Staff subject to formal capability procedures

ECTs will participate through the statutory Early Career Framework processes. Staff who join the school part-way through an academic year will participate in Professional Review arrangements appropriate to the length of their service during that cycle.

## Links to School Improvement

Objectives should support school improvement whilst remaining proportionate to individual roles and responsibilities. Professional Review objectives will support:

- The School Improvement Plan (SIP)
- Department Improvement Priorities
- Individual professional aspirations

## Equality, Inclusion and Fairness

Penryn College is committed to ensuring that Professional Review processes are fair, equitable and free from discrimination. The Headteacher will monitor Professional Review outcomes to ensure there is no adverse impact on staff with protected characteristics, including part-time staff, those returning from family leave, disabled staff and other groups protected under the Equality Act 2010.

Objectives and expectations will take account of:

- part-time working arrangements
- maternity, adoption or parental leave
- disability and reasonable adjustments
- long-term illness
- caring responsibilities
- significant changes in role

## Reviewer Responsibilities

Reviewers will:

- conduct Professional Reviews fairly and consistently
- ensure objectives are proportionate and achievable
- provide constructive professional challenge and support
- identify appropriate development opportunities
- take account of individual circumstances and wellbeing
- maintain confidentiality



## Professional Review Cycle

The Professional Review cycle runs annually:

- **Autumn Term 1:** Professional Review meeting and objective setting.
- **Throughout the Academic Year:** Ongoing professional dialogue, coaching, support and development.
- **Summer Term 1:** Review of progress and reflection on impact.

Professional Review remains a continuous process and should not be confined to a single annual meeting.

## Professional Review Process

**Key Dates:** INSET Days 1 and 2

### Professional Review Meetings

The meeting will:

- review 2025–26 objectives
- consider impact on pupils
- review professional learning undertaken
- discuss aspirations and development needs
- agree objectives for 2026–27

Documentation will be completed through CPD Genie.

### Autumn Term 1

Senior Leadership Team quality assurance of completed Professional Reviews.

Headteacher and Trustees moderate objectives and ensure consistency across the school.

## Review Meeting Format

Professional Review meetings should be concise, developmental and supportive. The meeting will normally last approximately 15 minutes.

Discussion should focus on:

- achievements
- impact on pupils
- professional development
- future aspirations
- support required
- agreed objectives

The emphasis is on professional growth rather than compliance.

## Setting Objectives

All staff will normally have no more than three objectives, based on supporting school priorities as per the SIP. Objectives should not create unnecessary workload. Success criteria should be reasonable, measurable and proportionate. Where circumstances change significantly during the year, objectives may be revised through agreement between reviewer and reviewee.

Objectives should:



- be relevant
- be achievable
- be proportionate
- focus on improving outcomes
- support professional growth

Objectives may relate to:

- curriculum development
- teaching and learning
- inclusion and SEND
- careers education
- mentoring
- leadership development
- staff development
- enrichment
- parental engagement
- partnership working
- attendance
- behaviour
- safeguarding awareness
- wider school improvement

## Upper Pay Range Teachers

As defined in the School Teachers' Pay and Conditions Document, Teachers on the Upper Pay Range should demonstrate:

### Highly Competent

Excellent depth and breadth of knowledge, skill and understanding of the Teachers' Standards.

### Substantial

A significant contribution to school improvement beyond their own classroom.

### Sustained

Impact maintained over time.

Objectives for Upper Pay Range staff should therefore include opportunities to make a wider contribution through activities such as:

- curriculum leadership
- coaching and mentoring
- professional development
- ITT and ECT support
- partnership work
- careers education
- school improvement initiatives
- outreach activities



## Evidence

Professional Review will use evidence already available through normal professional practice. Professional judgement remains central to the process.

This may include:

- pupil outcomes
- curriculum development work
- coaching discussions
- CPD participation
- professional dialogue
- pupil voice
- departmental reviews
- strategic contributions
- leadership activity

## Lesson Observation

Professional Review will not be based upon a prescribed number of lesson observations. Penryn College does not use graded lesson observations. Observation activity should support development and should not place unnecessary workload upon staff.

Evidence may arise from:

- coaching
- developmental observations
- learning walks
- curriculum reviews
- professional conversations
- routine quality assurance activities

## Professional Development

Professional development is an integral component of Professional Review. Penryn College will seek, within available resources, to provide appropriate development opportunities. Where agreed support cannot be provided, this will be taken into account in any review of progress.

Reviewers should discuss:

- development needs
- career aspirations
- leadership pathways
- training requirements
- opportunities for wider contribution

## Pay Progression

Professional Review and pay progression are separate processes. Any pay determination will be made through the Penryn College Pay Policy and associated governance processes.



For teachers on the Main Pay Range:

- progression will normally occur automatically in line with Penryn College's Pay Policy
- no threshold application is required between M6 and UPS
- staff should normally progress unless subject to formal capability procedures or other exceptional circumstances defined within the Pay Policy

### Professional Review and Capability

Professional Review is not a disciplinary process. Where performance concerns become sufficiently serious, staff will be informed explicitly and in writing should consideration be given to moving to formal capability procedures. A move into capability will not occur without clear communication and appropriate support being offered first, except in exceptional circumstances.

Where concerns about performance arise:

- support will normally be provided
- concerns will be discussed openly
- reasonable time for improvement will be given

### Appeals

Where a member of staff believes that objectives have been set unreasonably, or that the Professional Review process has not been conducted fairly, they may raise their concerns initially with their reviewer and subsequently with the Headteacher. Concerns relating to pay progression will be addressed in accordance with the school's Pay Policy. Staff may also utilise the school's Grievance Procedure where appropriate.

### Data and Confidentiality

Professional Review records will be treated as confidential. Information from Professional Review will be handled and retained in accordance with the school's Data Retention Schedule and GDPR requirements.

Access will normally be restricted to:

- the member of staff
- their reviewer
- the Headteacher
- designated senior leaders where appropriate
- Trustees where required for governance purposes

### Monitoring and Evaluation

The Headteacher will provide Trustees with an annual report (this will not identify individual staff members) summarising:



- operation of the Professional Review process
- professional development priorities
- equality considerations
- policy effectiveness

## Review of Policy

This policy will be reviewed:

- every three years
- following significant legislative changes
- following consultation with recognised Trade Unions
- where operational experience indicates amendment is required