



## Guidance on responding to a Case Overview Report regarding professional competence (Provisionally Registered Teacher)

Please refer to and follow this guidance if you would like to respond to a referral made to GTCS within a Case Overview Report regarding your professional competence.

If you are providing a response to the Case Overview Report, you should:-

- complete and send to us the form entitled “Response to Case Overview Report”;
- any documents which support your response

We have outlined further guidance below with respect to the completion of your response form.

### Response to Case Overview Report

#### Part 2 – List of Evidence

It is for you to consider what evidence is relevant in the particular circumstances but examples of possible evidence could include: meeting minutes; observations; medical or health related evidence etc. You should usually provide as much evidence as possible – you do not want to be asked a question about a particular issue and not have provided a relevant piece of evidence.

Please adhere to the below guidelines for submitting your evidence:

- You should retain original evidence and provide us with copy documents
- Documents should be provided in chronological order, where possible (this helps to provide a timeline/view of how matters have progressed)
- Documents should be in black and white and on loose leaf A4 paper (no paperclips/staples)
- Please use either a one sided or two sided format and not a combination
- Please provide your evidence in the order listed

- For probationers, we will include the GTCS online probationer profile reports, there is no need to provide them.
- Please do not anonymise or redact any names (including the names of pupils or parents) from the evidence (unless this is contained within the original paperwork)
- Please consider redacting individual's personal details including contact details (e.g. dates of birth, email addresses, telephone numbers) in line with Data Protection requirements

We are happy to accept documentation by email, if you would prefer. If so, please send to [regulation@gtcs.org.uk](mailto:regulation@gtcs.org.uk).

### Part 3 – Assessment of professional practice

During the probationary period, a probationer continues his/her professional learning journey from student (having met the SPR at the end of their university course) to fully registered teacher. Using the table in the form, you should clearly identify where in your journey you feel you currently are by marking a 'Y' for yes or a 'N' for no in the boxes corresponding to the different elements of the SPR and SFR. If you are unsure where you currently are in relation to any aspect of the Standards you should mark 'NJ.'

#### Section B

You should use this section to fully outline your response to the Case Overview Report regarding your competence.

If you are of the view that you were underperforming in particular key areas e.g. behaviour management, planning, please use these as headings and then describe why you have formed that view under those headings, in detail. You should outline how far short you think that you have been underperforming in relation to the Standards. Please make appropriate reference to the SPR/SFR.

If you think that there was a particular element of the Standards for Registration that you failed to maintain/meet that impacted negatively on your performance in other areas then please also outline this.

In order that a full judgement can be made regarding your overall competence, please also outline any areas in which you consider that are performing well and provide a full explanation (also responding to any issues raised in the Case Overview Report in those areas).

In this section, you should also refer to any external/support factors that you think affected your ability to meet/maintain the SPR/SFR during the relevant period. Please set out when you informed your employer about these issues, what steps were taken by your employer in response and why you think that these issues had an effect on your ability to meet/maintain the SFR/SPR. If certain measures were identified that could have been taken by your employer but were not put in place, please provide details.

You may wish to cover the following:-

- Any illness, family or personal problems that you experienced;
- Any disability that you have;
- Support that has been provided to you (including details of at what level the support was provided e.g. employer, department or individual staff).

Please also outline whether you consider that you have now remediated any shortfalls identified by you and how you have done that.

#### Part 4 – Outcome

The Panel will require to come to a decision regarding your current fitness to teach. The Panel may come to the view that your fitness to teach is not currently impaired, in which case there would be no further action regarding the recommendation.

However, the Panel may determine that your current fitness to teach is either impaired (i.e. that you fall short of the standards expected of a registered teacher) or unfit to teach (i.e. that you fall significantly short of the standards expected of a registered teacher).

If the Panel determines that you are currently unfit to teach then it must order, at this stage, that your name be removed from the Register of teachers.

If the Panel determines that your fitness to teach is currently impaired, it has the following range of disposals available to it:-

- you be granted full registration;
- you be given a further period of time (as specified by the Panel) to demonstrate that you have met the standard of professional competence required to gain full registration; or
- your name be removed from part or parts of the Register.

At this section of the form, you should outline which of the disposals available to the Panel you think it should impose and why.