DRIVING FORWARD PROFESSIONAL
STANDARDS FOR TEACHERS

THE GENERAL
TEACHING COUNCIL
FOR SCOTLAND

gtc
SCOTLAND

Online Profiles
Guidance for Headteachers

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1   Introduction

The profiles are key documents that chart the activities and progress of a Probationer teacher. This document provides you with guidance on how to complete your sections of the online profile.

All records and sections of the profile must be signed off by the Probationer's Supporter before it can be submitted to you to make the final recommendation.

As a Headteacher you are able to undertake a number of tasks within the profile system for each Probationer in your school. These are:

❖   View profiles
❖   Edit / complete the Key Strengths section
❖   Acknowledge the recommendation made by the supporter and submit the profile to your Local Authority

You can also:

❖   Change a profile type (from Final to Interim 2)

Please note that as the online profile is a secure programme there is a "time out" which will close down the programme after 80 minutes of perceived inactivity. Typing text is not accepted as activity for this programme, so if you enter large amounts of text without saving it or changing screen you are liable to lose this when the time out occurs. It is recommended that you either ensure that you save your work regularly or type your comments into a Word document and then copy them across to your profile.

2   The Profile Status Bar

The status bar provides a colour coded representation of the status of a profile. It is available on the homepage of each profile.

- If the section shows as green then that section is complete.
- If the section is amber then it's awaiting action by someone else (the probationer or the supporter)
- If the section is red then it's waiting for **you** to action it.

To access the status bar, click on the hyperlink above the image.

3   Areas of Responsibility on the Profile

- **IPDAP** – automatically populated via ITE profile completed online at university or completed by the Probationer, signed off by the Supporter. Can be viewed by you – no Headteacher action required.
- **Timetable** – completed by the Probationer, signed off by the Supporter. Can be viewed by you – no Headteacher action required**.**
- **Supporter Meetings** – completed by the Probationer, signed off by the Supporter. Can be viewed by you – no Headteacher action required**.**
- **Record of Observed Teaching** - completed by the Probationer, signed off by the Supporter. Can be viewed by you – no Headteacher action required**.**

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- **CPD Records** – completed by the Probationer, signed off by the Supporter. Can be viewed by you – no Headteacher action required**.**
- **Key Strengths and Areas for Development** – can be completed by you or the Supporter, the Supporter should sign this section off.
- **PDAP** – completed by the Probationer, signed off by the Supporter. Can be viewed by you - no Headteacher action required**.**
- **Recommendation** – once the profile is completed, the Probationer will make a request for recommendation. The Supporter creates a recommendation and then you are required to confirm or reject the recommendation.
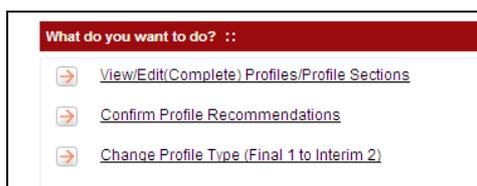
These are the options available to you as a Headteacher on the main menu page

4 View/Edit Profile Sections

You can view all areas of the profile sections for each Probationer in your school.

The edit facility allows you to contribute to the Key Strengths/ Areas for Development section.

The view facility gives you access to view the entire profile which you should do prior to confirming the recommendation.

5 Confirm Profile Recommendations

This section enables you to view a list of all profiles that are awaiting your confirmation of the recommendation made by the Supporter.

There is a Key on the recommendation screen which explains what the code for the recommendation represents

Recommendation Key:

S - Satisfactory   **U** - Unsatisfactory   **C** - Cause for Concern   **E** - Extension

C - Competency Grounds   **H** - Health Grounds

If you agree with the recommendation you should click 'confirm'. You will then be asked to declare that you have read all elements of the profile and, as long as you have read the profile and you are happy to proceed you should tick the box and then click on 'confirm recommendation'. If you need to return to the profile to read it then you should click on 'do not confirm' and repeat the process when you have read the profile.

If you do not agree with the recommendation that the Supporter has made you should click on Override and then submit your recommendation. It will then be available for the Local Authority to audit and subsequently submit to the GTCS so that the recommendation is recorded. Once the Local Authority submits the profile to the GTCS the next profile will become available for the probationer to use the following term.

If the Local Authority subsequently "rejects" any of the profiles because they want changes made, you will have to arrange for sections to be "unlocked" by the Professional Learning and Development Department at GTCS so that you can implement the changes. The final steps to submit the profile will then need to be repeated.

6   Changing a Profile Type

The majority of Probationers will complete their Interim Profile for submission in December, and will be marked as making satisfactory progress by the Headteacher. If they receive an Unsatisfactory or Cause for Concern Interim Profile they will automatically have a second Interim Profile to complete at Easter. However, it can be the case that a Probationer who had a Satisfactory profile at Christmas shows evidence that their performance begins to fall during the spring term to the point where it is deemed necessary to note that progress is unsatisfactory or giving cause for concern. Hence to facilitate this it is necessary to change the type of profile, from a Final Profile to an Interim 2. This provides the opportunity to complete an additional Interim Profile at Easter to note the changed performance. The subsequent profile will then be a Final Profile.

7   Guidance Notes

Copies of the guidance notes for all system users are available from the 'Guidance Documents' area of the profiles system.

8   Contact Us

For further information on any aspect of the online profile process please contact:

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