

DRIVING FORWARD PROFESSIONAL  
STANDARDS FOR TEACHERS



**Online Profiles  
Guidance for Probationer Supporters**

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# 1 Introduction

The profiles are key documents that chart the activities of a Probationer teacher.

This document provides you with guidance on how to complete your sections of the online profile.

As with the former paper profile, Supporters are required to sign off all profile sections. In the case of the online profile, individual supporter meetings and records of observed teaching must also be signed off. Once a Probationer has completed a record, and is happy with it, they should submit this to you for sign off.

All individual records and the sections must be signed off before the profile can be submitted for recommendation.

As a Supporter you are able to undertake a number of tasks within the profile system for each Probationer you support. These are:-

- View and sign off profile sections submitted by your probationer(s)
- Reject a profile section
- Contribute to the PDAP, IPDAP and Key Strengths sections of a profile
- Make the profile recommendation

**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

STAGE 1	STAGE 2	STAGE 3	STAGE 4	SUBMIT
Probationer complete profile sections	Probationer submit for recommendation	Supporter make recommendation	Head Teacher acknowledge recommendation	Local Authority submit to GTCS

The status bar provides a colour coded representation of the status of a profile.

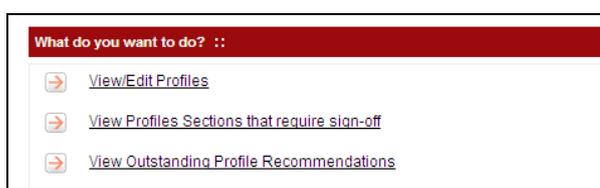
- If the section shows as green then that section is complete.
- If the section is amber then it's awaiting action by someone else (the probationer or your Headteacher).
- If the section is red then it's waiting for **you** to action it.

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 using information from the ITE profile - can be agreed by you and should be signed off by you once the Probationer has submitted it for sign off.
- **Timetable** – to be completed by Probationer and submitted to you for sign off – once checked you should sign it off or reject it.
- **Supporter Meetings** – should be written up by the Probationer after each meeting and submitted to you for sign off or rejection.

- **Record of Observed Teaching** - should be written up by the Probationer after each observation and submitted to you for sign off or rejection.
- **CPD Records** – are completed by the Probationer and submitted to you for sign off.
- **Key Strengths and Areas for Development** – this section can be edited by you or the Headteacher but you must sign this section off.
- **PDAP** – completed by you and your Probationer - either of you can complete and edit this section. It must be submitted for signature by the Probationer for you to sign off.
- **Recommendation** – once the profile is complete and the Probationer has clicked the link to submit for recommendation as indicated by the green arrow, you will be able to make the recommendation.
- **Final Stage** – The Headteacher will confirm the recommendation that you have made and also that they have read the contents of the profile. The profile is then available for the Local Authority to check and submit to the GTCS – once the Local Authority Probation Manager has submitted the profile the next profile becomes available for the following term.



These are the options available to you as a Supporter on the main menu page

## 4 Edit, View and Sign Off Profiles Sections

You can view and edit a list of the profile sections for each Probationer you support.

Probationer Name	GTCS Reg. No.	Profile	School	Section	GTCS Tools
David Hamilton	052199	Interim 1	Bairgowrie High School	Timetable	Sign-Off Reject
Alana Dobbe	062024	Interim 1	Bairgowrie High School	Timetable	Sign-Off Reject
Samantha Atkins	062100	Interim 1	Bairgowrie High School	Timetable	Sign-Off Reject
Lorna Beveridge	062105	Interim 1	Bairgowrie High School	Timetable	Sign-Off Reject
Jenna Bradford	062108	Interim 1	Bairgowrie High School	Timetable	Sign-Off Reject
Lorraine Davidson	062124	Interim 1	Bairgowrie High School	Timetable	Sign-Off Reject
Rosemary McQuarrie	062174	Interim 1	Bairgowrie High	Timetable	Sign-Off Reject

### Notes:

You can search for a probationer by forename, surname and GTCS registration number.

A search returns the following data:

- Probationer name
- GTCS registration number
- The profile type (interim, final)
- The school
- The section requiring sign off
- Tools (sign-off, reject)

To view or edit an individual record, click on the section link in the table above i.e. Timetable or Supporter Meetings. This will provide a link to that section.

The edit facility allows you to contribute to a number of sections in the profiles of the Probationers you are supporting. The sections that you are able to edit are:

- Initial Professional Development Action Plan
- Professional Development Action Plan
- Key Strengths/ Areas for Development

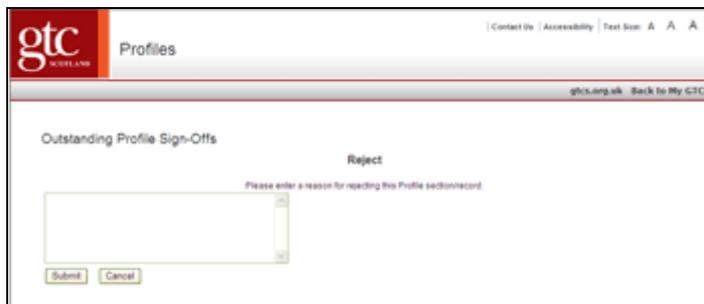
When you sign off a profile section you are in effect closing that record or section off and making it un-editable by the Probationer.

If you are happy that the section is accurate, return to the menu screen by clicking on Supporter Main Menu link and use the 'View Profiles that require Sign off' link – you will see a list of items that you need to sign off. You will be asked to confirm that you wish to sign off each section. If you are not happy with the content see point below "Rejecting a Profile Section"

If you sign off a section in error you will need to contact the Professional Learning and Development Department on 0131 314 6039 / 6088 / 6086 or email [pld@gtc.org.uk](mailto:pld@gtc.org.uk) to reverse this action.

## 5 Rejecting a Profile Section

There may be instances when you wish to reject a profile section. In these cases, there is the option to send an email to the Probationer advising of the reason for rejecting the particular section, however, it is preferred that you discuss your reasons directly with the Probationer wherever possible.



Rejecting a profile section

Once the Probationer has made the amendments they will have to re-submit that record to you for sign off or further rejection.

## 6 Make the Recommendation

Once a probationer has completed their profile and submitted it for recommendation, it is up to you as their Supporter to make the recommendation. This is done through the 'View Outstanding Profile Recommendations' link in the main menu.

Click the 'Make Recommendation' link next to the appropriate record link and then check the relevant box for the recommendation depending on the profile type i.e.

On an Interim Profile your options are:	On a Final Profile your options are:
<ul style="list-style-type: none"> <li>• Satisfactory</li> <li>• Cause for Concern – Health</li> <li>• Cause for Concern – Competence</li> <li>• Unsatisfactory – Health</li> <li>• Unsatisfactory – Competence</li> </ul>	<ul style="list-style-type: none"> <li>• Full Registration</li> <li>• Extension – Health</li> <li>• Extension – Competence</li> <li>• Cancellation</li> </ul>

Once you have made the recommendation the system will send an email to your Headteacher to let them know that they need to login, read the profile and then agree or reject the recommendation that you have made.

## 7 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

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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 for the Headteacher 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.

## 8 Guidance Notes

Copies of the guidance notes for all system users are available from the 'Guidance Documents' area of the profiles system. The link is located in the top right hand corner.

## 9 Contact Us

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

Professional Learning & Development Department  
General Teaching Council for Scotland  
Clerwood House  
96 Clermiston Road  
Edinburgh  
EH12 6UT

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*GTC Scotland aims to promote equality and diversity in all its activities*



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