

DRIVING FORWARD PROFESSIONAL
STANDARDS FOR TEACHERS



Annual Plan 2010 - 2011
End-of-Year Review at 31 March 2011

**Appendix: Explanatory Note on the
Status of Progress Coding & Commentary
(page 21)**

Objective 1:
To facilitate the transition of GTC Scotland to an independent, profession-led, regulatory body

Outcome:
Following careful and sensitive planning of new structures which reflect the interest of the profession and of the wider public, an independent, self-regulating GTC Scotland is able to build on previous good practice to maintain and improve teacher professionalism, while offering appropriate advice and guidance for teachers at different stages in their careers. The Council's position as a key player in the promotion and development of high standards in Scotland's schools and colleges is recognised and valued

				End-of-Year Review at 31 March 2011		
Priority		Action	Outcome	Status of Progress	Commentary	Implementation Date
1.1	Prepare for the transition to a reconstituted independent, profession-led, regulatory body	(a) To review Council structure, processes and procedures for the efficient and effective operation of the first independent Council and beyond	❖ Appropriate governance structure and processes, and transitional/other arrangements to underpin the formation and operation of the first independent Council and with appropriate flexibility for the future	1	❖ Governance / adjudication structure, together with committee size, quorums and operating principles (including strategy to enable Council to give limited consideration with a view to approving rules or rule changes but not to amend rules), agreed at the March 2011 Council for implementation	November 2011 April 2012
		(b) To involve staff in planning for independence, with opportunities to make their views and suggestions known	❖ Staff agree they have had adequate opportunity to make their views and suggestions known	1	❖ Various meetings held including one-to-one with Chief Executive, Staff meetings and Departmental meetings. These will continue in the lead up to April 2012	November 2011 April 2012

					changes is ongoing. As above, input to the National Partnership Group will be significant with a review of the Standards to be undertaken	
				1	❖ Process developed for reporting to the Scottish Parliament under the terms of the Public Services Reform (Scotland) Act 2010 and draft schedules prepared	

Objective 2:
To maintain and enhance the quality of teaching and learning in Scotland

Outcome:
Using appropriate measures such as Her Majesty's Inspectorate of Education (HMIE) reports and international comparisons, the quality of teaching and learning in Scotland will be judged positively. The Council's role in setting and maintaining Standards for teachers and in enhancing the leadership capacity within Scottish education will be positively acknowledged

				End-of-Year Review at 31 March 2011		
Priority		Action	Outcome	Status of Progress	Commentary	Implementation Date
2.1	Develop, enhance and publicise the Council's guidance to the profession, the Scottish Government and to other relevant organisations	(a) To develop and promote appropriate frameworks to support the enhancement of teachers' professional practice, learning and development, eg teacher re-accreditation mechanisms, and Code of Professionalism and Conduct	❖ Clear linking of the frameworks to teachers' professional practice, learning and development	2	❖ Continuing discussions held with various stakeholders on developing an appropriate system of teacher re-accreditation (designated as "Professional Update") and a formal working group formed. As part of its work a more formal consultation process is being planned	March 2011
				1	❖ Revision of the Code of Professionalism and Conduct and drafting of a Student Code being taken forward with a Sub-Group of external university representatives for presentation to the Professional Conduct and Professional Standards Committees Efforts to enhance teachers' awareness of, and reference to, the Code of Professionalism and Conduct also continuing via Disciplinary Sub-Committee web notices and Teaching Scotland	

				2	❖ With a view to providing meaningful and robust statistics to identify trends and underpin the development of policy and guidance in relation to GTC Scotland's investigating and disciplinary procedures, categories of information and data capture identified in the case management system and development of reporting mechanisms in progress	
		(b) To focus development on: (i) modernising the GTC Scotland website and improving the quality of information provided (ii) implementing an online profile system to support and guide probationers on the Flexible Route and provide a better quality assurance system	❖ Teachers better supported and clear guidance mainly linked to enhanced professional knowledge and development at all stages of a teacher's career ❖ Better support and guidance to Flexible Route probationers and better auditing and control from GTC Scotland	1 1	❖ Revised website launched in October 2010, with evaluation undertaken and good feedback to date. Continued updating will be necessary ❖ System currently in test phase	January 2011
2.2	Work in partnership with relevant stakeholders to improve leadership capacity within education in Scotland	(a) To engage with stakeholders and consult on developments in the leadership area	❖ Provision of consistent and valid routes for educational leadership, with clear support	1 1	❖ Active involvement in external consultation, with a view to establishing clarity on next steps as per 1.2 above ❖ Revisions to website have offered opportunities for clearer information in this area	Spring 2011

		(b) To make the Standards the central focus of the revamped GTC Scotland website	❖ Clearer access to the Standards on the website	1	❖ The Standards now have a central area within the main structure of the website, with more focus on each of the standards under specific pages for target audiences, ie students, probationer teachers and registered teachers	December 2010
2.3	Enhance professional awareness of the centrality of the Standards in the maintenance of quality educational provision	(a) To clarify and develop the Council's role in leading on promoting the Standards, including promoting registration in the Further Education sector, and consulting on and developing an appropriate system of teacher re-accreditation	❖ Enhanced awareness and understanding of the Council's, teachers' and stakeholders' roles and outcomes which encourage strong teacher interest and support teacher participation	2	❖ Some delay in external discussions relating to Further Education (due to changes at senior management level) but a higher priority for this sector on website and in Teaching Scotland and positive steps taken with Langside College with significant numbers of staff in the process of registering	March 2011
				2	❖ Discussions and formation of working group on the development of an appropriate system of teacher re-accreditation (now designated as "Professional Update") progressed as per 2.1 above	

Objective 3:
To maintain standards of professional conduct and competence in teaching

Outcome:
Quality teaching and learning for Scotland's children and young people is provided by competent and suitable teachers who, within the framework of the Standard for Full Registration, and GTC Scotland's Code of Practice on Teacher Competence and Code of Professionalism and Conduct, meet and maintain the set standards

				End-of-Year Review at 31 March 2011		
Priority		Action	Outcome	Status of Progress	Commentary	Implementation Date
3.1	Maintain and enhance the integrity and quality of information on the register	(a) To implement an upgraded register database, and develop a single management information reporting tool	❖ A more user-friendly system and simplified and enhanced reporting	1	❖ Upgraded register database implemented on 31 May 2010	December 2010
				1	❖ Staff trained and confident in using the new database. Most annual processes now completed. Training provided when required	
				2	❖ Plans to put in place reporting protocols to track and monitor key areas of activity throughout the annual cycle to be taken forward with the Head of Registration Services following internal restructuring	March 2012

		(b) To ensure that the information contained in the register is accurate, and regularly cleansed and updated via the collection of data online and from schools, headteachers and local authorities	❖ Reliable, consistent and accurate information held for all teachers on the register	3	<p>❖ Building on the website upgrade, outline set of requirements drafted to develop the MyGTCS web portal functionality to enable the identification and gathering of 'missing' data and to allow teachers to access, view and update information held on them. Awaiting approval before being sent for costing and development</p> <p>Implementation date extended to allow for potential impact of Professional Update on the direction of the development of MyGTCS</p> <p>Meanwhile, other phased developments, including voting information etc, to be in place over the summer 2011</p>	April 2011 Revised to March 2012
				3	❖ Development of a set of tools for the verification of data and data cleansing for information collected via the MyGTCS web portal under review as part of the overall MyGTCS development	
				1	❖ Data cleansing reports run on a regular basis	

				3	❖ Annual data collection of schools' and headteachers' information, in conjunction with local authorities, overtaken by other initiatives, including elections and exploration of for Practicum (the system that allocates student teachers to placements)	
				2	❖ Usability assessment to be taken forward with users and project being initiated to review the further development of the public and employer facility to search the register	
		(c) To clarify and enhance procedures and protocols for the marking and monitoring of registration milestones, including student registration, teachers' conditional registration, lapse of registration, cancellation, restoration, time limits	❖ Improvement in reliable, timely and accurate monitoring which enhances the integrity of the register	3	❖ Scoping exercise on the development of a system of student registration carried out. This now needs to be linked to possible takeover of Practicum	December 2011
				1	❖ Processes for teachers returning to the profession after a lapse / cancellation of registration, or restoration to the register linked to time limits now documented and in place	
				2	❖ Notion of lapsed teachers completing a period of Continuing Professional Development (CPD) when returning to the register taken into account with the implementation of the Time Limit policy	

3.2	Develop and apply appropriate regulatory procedures within the legislative framework	(a) To review the Conduct, Competence and Disciplinary Rules in line with changes brought about by the Public Services Reform (GTC Scotland) Order 2011 and independence issues	❖ Rules aligned with the Order and incorporating appropriate provisions in a simple and clear format approved by the Lord President and Council for implementation for the first independent Council	2	❖ Currently in progress through the Committee and Council	September 2011
		(b) To review and seek to refine panel hearing and administration processes and procedures	❖ A system more responsive to the increasing demands of regulation and opportunities for professional development across the whole spectrum of a teacher's professional career	1 2	❖ Investigating Sub-Committee (ISC) and Disciplinary Sub-Committee processes and procedures: (i) Indicative Sanctions Guidance and Practice Notes (to provide consistency of approach and transparency in the decision making of DSC) approved by Council, with positive feedback following implementation (ii) Development of referral guidelines for the ISC (to provide consistency of approach and transparency in referral of cases by ISC to DSC) delayed owing to changes arising from the new Fitness to Teach rules, process and panel structure to be implement under independence	March 2011 Revised to March 2012

				1	❖ Review of Professional Standards Panel processes and procedures to benefit all parties – (i) Hearings: Information sheet produced for those attending hearings; letters revised; and revised processes shared with Local Authority Managers	
				2	(ii) Panel Administration: Streamlined processes in place, with review of paperwork ongoing	
				2	❖ Development of procedures under way to achieve consistency of approach and practice across all GTC Scotland adjudication strands	

Objective 4:
To enhance the status and standing of teaching and the teaching profession

Outcome:
A consistent quality process of professional governance is in place which will ensure the maintenance of a high standard of continuing professional development

				End-of-Year Review at 31 March 2011		
Priority		Action	Outcome	Status of Progress	Commentary	Implementation Date
4.1	Develop the Council's role as an advocate for the teaching profession	(a) To contribute to and influence national thinking and debate on key issues	❖ Comments actively sought and well regarded when made	1	❖ Taken forward as per 1.2	March 2011
4.2	Speak authoritatively on education and teaching matters in ways which reflect the experiences and professionalism of teachers	(a) To provide advice in relation to education issues at national level and to stakeholders on relevant matters as and when required	❖ Support given to the development of work across Scotland through sources such as Teaching Scotland, the GTC Scotland website, and inputs where appropriate	1	❖ Taken forward as per 1.2 in respect of: (i) Continuing Professional Development; (ii) Scottish Government Review of Teacher Education ❖ Chief Executive on the Curriculum for Excellence Management Board and actively contributing to its processes	March 2011
				1	❖ Revised website utilises audio, video and podcasts to promote the experiences and professionalism of teachers, with existing content and new areas of opportunity kept under review	

		(b) To continue to develop and report through the bi-annual statistical digest of information held on the register	❖ Advice and guidance given which addresses real issues and is influential in enhancing teachers' professional practice, learning and development	1	❖ The digest continues to be developed to include additional categories	Annually
4.3	Further develop the Council's corporate Media and Communications Strategy	(a) To implement a co-ordinated communications and engagement plan to highlight issues relating to independence	❖ Effective co-ordinated communications via the GTC Scotland website and Teaching Scotland and two-way engagement with the teaching profession, educational stakeholders and the public to support the move to independent status	1	❖ Quarterly reports to the Policy and Strategy Committee outlining key communications activities	2010

**Objective 5:
To develop the
strengths and
expertise of Council
members and staff**

**Outcome:
Based on survey responses, Council members and staff are confident that they have the skills and expertise to carry out the Council's functions and the opportunities to develop further in the future**

				End-of-Year Review at 31 March 2011		
Priority		Action	Outcome	Status of Progress	Commentary	Implementation Date
5.1	Continue to review and develop the Council's staff policies and personnel review and development process to ensure that all staff have the necessary skills and expertise to enable them to carry out their responsibilities expeditiously	(a) To review flexible working arrangements and related policies	❖ Improved access by stakeholders to GTC Scotland information and advice / staff benefit from more flexible working practices	2	❖ Proposals for change put forward by a working group (established to review flexible working arrangements and related policies). While these proposals were not collectively accepted by staff, once internal restructuring is in place, staff may seek to discuss their terms and conditions and flexible working arrangements on an individual basis	July 2010 Revised to March 2011
5.2	Build upon achievements so far in the standard of Investors in People programme in relation to organisational development	(a) To develop a set of core GTC Scotland values	❖ Consistent understanding on the part of staff of the culture and image which GTC Scotland wishes to present to stakeholders	2	❖ Discussed at previous Staff Day. Delayed due to independence priorities	July 2010 Revised to December 2011
		(b) To undertake a midway review of the Investors in People standard continuous improvement plan	❖ Ensure GTC Scotland is continuing to meet and, where possible, exceed the standard	1	❖ Review undertaken. Ongoing IIP work continues but new initiatives put on hold due to independence priorities	September 2010

5.3	Develop the skills of Council members to enable them to carry out their duties and functions	(a) To run an annual update training day for all adjudication/hearing panels, together with ongoing training for all committees/panels as appropriate	❖ Council members contribute with confidence to the fair and consistent application, implementation and development of the Council's regulatory and professional development framework	1	❖ Contributions by staff across the education and regulatory functions continue to be made to Panel training and regular evaluative discussions are held with members	March 2011
				1	❖ Annual training day for adjudicating committees/panels now an annual event. Training event held on 16 November 2010 for all members of Investigating, Disciplinary, Professional Standards, and Exceptional Admission to the Register Panels and Appeals Board Planning now being initiated to put training in place for a revised Panel structure in the new, independent Council	
				1	❖ Annual Council/committee evaluation exercise, as approved by Council, implemented in the Spring 2011 Council and committee meeting cycle	

Objective 6:
To run an effective and cost-efficient organisation

Outcome:
Over the period of the Council, stakeholders will express satisfaction that GTC Scotland provides high quality services that are valued by the profession

				End-of-Year Review at 31 March 2011		
Priority		Action	Outcome	Status of Progress	Commentary	Implementation Date
6.1	Make effective use of the Council's resources through careful planning, monitoring and financial control	(a) To maintain, monitor and review ongoing arrangements and plan appropriately to meet developing organisational priorities and requirements, including:	The Council's resources are carefully maintained and developed to ensure they serve its purposes and are used or implemented in the most effective and cost-efficient way			
		(i) Consideration of implications of independence for staff conditions and contracts – liaison with external parties	Pension schemes and COSLA confirm that independence will not affect staff terms and conditions	1	❖ Terms and conditions unaffected	November 2010
		(ii) Development of future funding strategy to ensure sustainability	Funding strategy developed and approved for implementation by the first independent Council	1	❖ Future Funding Strategy Group proposals developed and approved in principle	November 2011

6.2	Review and develop systems and processes to underpin the Council's functions and policies and to evaluate and measure performance	<p>(a) To continue to monitor, review and develop Council systems and processes to ensure that they are appropriate for the Council's purposes, eg:</p> <p>(i) development of</p> <ul style="list-style-type: none"> • Electronic Document Record Management system; and • implementation of a document retention policy <p>(ii) revision of the Publications Scheme for submission to the Scottish Information Commissioner;</p>	Systems and processes comply with best practice and other requirements and are suitably developed to enable the Council to carry out its functions timeously, effectively and cost-efficiently		<p>2 ❖ Limited pilot exercise to develop the next phase of the Electronic Document Record Management system to scan, store and process all organisational documentation (both internal and external), with a view to replacing paper-based systems, overtaken by other priorities</p> <p>1 ❖ Consultation carried out internally on document retention policy and policy implementation now imminent</p> <p>2 ❖ Extension by the Scottish Information Commissioner to May 2011 for those public bodies (including GTC Scotland) whose publication scheme was due to be renewed in February 2011, to take account of the introduction of a single model publication scheme. GTC Scotland to consider the Commissioner's draft scheme, once available, for possible adoption by 31 May 2011</p>	<p>March 2011</p> <p>28 February 2011 Revised to 31 May 2011 as above</p>
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		(iii) addressing any new or changing legislation impacting upon GTC Scotland relating to:				
		<ul style="list-style-type: none"> Independent status 		1	❖ GTC Scotland responded to the Scottish Government consultation on the Draft Order, and liaised on an ongoing basis with the Scottish Government until the Order was approved on 9 March 2011 and passed into law on 17 March 2011	March 2011
				1	❖ Ongoing discussion with the Scottish Government to ensure appropriate provision in place for all relevant legislation	
				2	❖ Complaints procedure to be revised for implementation to coincide with the proposed removal of GTC Scotland from the schedule of listed bodies relating to the Scottish Public Services Ombudsman (Scotland) Act 2002 on 2 April 2012	
		<ul style="list-style-type: none"> Protection of Vulnerable Groups (Scotland) Act 2007 		1	❖ Stage 1 of the project delivered to deadline and all processes and procedures working	30 November 2010
				2	Stage 2 – planning for retrospective checking ongoing	From 2012 onwards

		<ul style="list-style-type: none"> • EU Directive on the Recognition of Professional Qualifications 		2	❖ Project ongoing in conjunction with Legal Officer	March 2011
		<ul style="list-style-type: none"> • Equality Act 2010; 		1	❖ Covered in GTC Scotland Equality and Diversity Plan	October 2010
		(iv) processes to elect and appoint Council members and appoint individuals (other than Council members) to adjudication panels for the first independent Council;		1	❖ Consultation exercise carried out from October 2010 to January 2011 and processes approved by Council, March 2011	March 2011
		(v) revision of, and consultation on GTC Scotland's registration and standards rules in line with current policy and practice and any changes arising from independence;		1	❖ Consultation exercise on registration and standards rules and statement of registration principles – applicants qualified outside Scotland carried out from October to January 2011. Responses being reviewed and draft GTC Scotland response being prepared for consideration by Committees	November 2011
		(vi) processes and procedures to underpin changes arising from independent status;		2	❖ Ongoing process as part of planning towards independence (also see 1.1)	March 2011

		(vii) continued development and refinement of external legal input and advice to Council members and staff in relation to carrying out GTC Scotland functions		1	❖ Internal legal officer role reinforced and continuing to develop, with a significant role in planning for independence	March 2011
				1	❖ Presenting Solicitors: roles clarified and continue to be developed, with ongoing review meetings	
				1	❖ Legal Assessors: now established in role, with ongoing updates	
6.3		(a) To enhance engagement with the profession/stakeholders using innovative and up-to-date tools, eg social media, video conferencing, multi media, and increased use of video/audio and user generated content across sites	❖ Positive views on the way in which the Council communicates and contributes on an individual and national basis and meets stakeholders' needs	1	❖ Social media strategy implemented and used regularly to engage with, and receive feedback from, teachers across Scotland. (Includes Twitter, Podcasts, video conferencing)	2010
				1	❖ Twitter stream now in place and complimenting our other communications platforms	
				1	❖ Audio and video content increased throughout the website and working to encourage user generated content through blogs (although this is primarily used by probationer teachers)	

Explanatory Note

Status of Progress	Commentary
The following coding system is used:	A brief indication is given of:
<p>1 'Focus' area has been achieved</p> <p>or</p> <p>Good progress towards achievement of the expected result in question is being made and this is not thought likely to be significantly affected by impediments and risks</p>	<ul style="list-style-type: none"> • Date of completion; • Any impact additional to the performance indicator (“What Success Will Look Like”) • What we have done so far
<p>2 Progress towards achievement of the expected result may be affected by certain factors, with action required to overcome the effects of delays, impediments or risks</p>	<ul style="list-style-type: none"> • What we have done so far; • What we have been unable to do so far and why; • Corrective action taken or proposed
<p>3 There is a real possibility that the expected result will not be achieved, owing to impediments or risks considered likely to have a significant impact on progress</p>	<ul style="list-style-type: none"> • What we have done so far; • What we have been unable to do so far and why; • Alternative action taken or proposed

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

GTC Scotland

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INVESTORS IN PEOPLE
Scotland

Direct weblinks

Main site:

www.gtcs.org.uk

Probation department:

www.gtcs.org.uk/probation

Probation site for teachers:

www.probationerteacherscotland.org.uk

Registration department:

www.gtcs.org.uk/registration

Chartered teachers:

www.gtcs.org.uk/charteredteacher

Professional recognition:

www.gtcs.org.uk/professionalrecognition

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