



**TEACHING PORTFOLIO**

**GUIDE**

## ***1. Introduction***

---

This document outlines the expectations relating to Teaching Portfolios. It is designed for all teachers from Grade 1 to Grade 12. The Portfolio is developed primarily by the teacher with guidance from the Continuous School Based Professional Development Programme staff and is intended to identify areas of strength as well as those areas requiring further attention. As well as encouraging constructive self reflection, Portfolios are valuable documents during annual appraisals and for career development.

## ***2. What is a teaching Portfolio?***

---

A good teaching portfolio is one that has clear statements describing teaching responsibilities and goals, and solid evidence demonstrating how those goals are being, or have been, reached. It is a dynamic document, in that it must be *updated continuously*, both by the teacher and the school leadership. It becomes a lifetime record of a teacher's scholarly achievements.

## ***3. Why create a portfolio?***

---

You can use your teaching portfolio when:

- reflecting on and updating your goals as a teacher,
- assessing your teaching strengths as well as areas which need improvement,
- documenting your progress as a teacher,
- generating ideas for future teaching strategies and approaches,
- identifying your personal teaching style,
- communicating with fellow teachers about your classroom practice,
- gathering detailed data to support your goals,
- collecting multiple sources of evidence documenting the achievement of your teaching goals,
- documenting participation in training,
- outlining your history at the school, including roles and special responsibilities,
- demonstrating your qualifications, skills and experience as a teacher.

## ***4. Areas covered in a Portfolio***

---

### **Part 1 – Personal Details**

- Curriculum Vitae with personal photograph
- Philosophy of Teaching
  - Attach a written document about your goals, roles and responsibilities
- Job description
- History of School Roles
  - Grades and subjects taught, special responsibilities

## **Part 2 – Achievements**

- Academic Record
- Professional Development Certificates
- Awards

## **Part 3 – Classroom Professional Development**

- A copy of targets from annual appraisals
- A copy of self evaluation forms
- A copy of professional development document and review reports
- A copy of feedback observation forms
  - Attach a copy of every subject you teach in every 3 months
  - Attach a copy of Teaching Summative Assessment form
- A copy of peer observation record forms

## **Part 4 – Teaching Practice**

- A selection of lesson plans
  - Copy your best lesson plans
  - Attach all teaching and learning resources (*or photographs of resources*)
  - Include a reflection on the implementation of each lesson plan
- Photographs of your classroom and your teaching
- A video of a lesson in digital format (*if possible*)

## **Part 5 – Student Achievement**

- Copies of the best work samples of students
  - Include work samples from student exercise books
  - Group or individual work can be included
- Summary data records of student progress through the year.

## ***5. How do you maintain your personal Portfolio?***

---

Every teacher, from Grade 1 – 12, should maintain a teaching portfolio that will be kept at the academic office. It is the responsibility of each teacher, sometimes in collaboration with members of the school leadership, to regularly update the portfolio. Teachers are free to present their portfolio file creatively.