Personal Development Plan

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| Name: |  | Job Title: |  |
| Review date: |  | School / trust: |  |

Using your self-assessment report, identify 3-5 areas from the ISBL professional standards where you may have scored lower than in other areas. Read the guidance and exemplars on the following page and then set out a plan below to identify the steps you will take to improve your knowledge and experiences in each area:

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| --- | --- | --- | --- | --- | --- | --- |
| **Discipline area** | **Function / Descriptor** | **Current practitioner level** | **What is my learning need (use knowledge descriptors)?** | **What will I do to achieve this?** | **Success criteria** | **Target dates for review** |
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**Guidance:**

Some examples are set out below to show how you may want to complete your personal development plan. The actions you plan to undertake could take the form of undertaking training or qualifications, shadowing more experienced staff or coaching / mentoring others, engaging in professional conversation with other peers or reading around the subject area, for example). Think about what is realistic for you to undertake and achieve within the timescale set, but most importantly ensure that your success criteria is measurable.

Exemplar

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| **Discipline area** | **Function / Descriptor** | **Current practitioner level** | **What is my learning need (use knowledge descriptors)?** | **What will I do to achieve this?** | **Success criteria** | **Target dates for review** |
| Operational Leadership | Managing People and stakeholders: Equality, Diversity and inclusion (EDI) | Associate | [1.11] Understands the school's or trust’s commitment to promoting the principles of wellbeing and EDI. Can support the embedding of these values across the school or trust. | Attend ISBL / IESE training on ‘Leading EDI: Equity, Inclusion & Organisational Diversity’  Shadow HR Director to get a better understanding of EDI and wellbeing and review how effectively they are promoted across the school. | Training completed and improved knowledge of EDI and wellbeing principles.  Successful implementation of change plans including new staff, process and systems in place incorporating EDI and wellbeing. | July 2024 |
| Estate Management | Strategic estate management: Efficiency and Sustainability | Foundation | [5.6] Understands the need to adhere to asset management policies and the implications for the school or trust sustainability strategy. | Attend ISBL training on ‘Introduction to School Estate Management’  Meet with Estate Manager to review current sustainability plans and strategy. | Training completed and improved knowledge of sustainability and environmental impact.  Review of sustainability across all school workflows, procurement practices and policies. | July 2024 |