PGP – Interim Check

Teacher name:

Line manager name:

Date:

At least one PGP interim meeting should take place during the academic year. The purpose of the interim meeting is to review progress and performance against academic goals and responsibilities. Additional interim meetings can also take place if requested by either the **teacher or line manager**. The **teacher** might schedule an extra meeting if they have taken on extra duties that are not in their job description, or if their workload has significantly increased, affecting their ability to deliver on previously agreed upon targets.

The **line manager** should schedule an extra meeting ***as soon as possible*** if they have concerns about the teacher's performance as measured against their professional responsibilities, or if they believe that the teacher is unlikely to meet their professional goals.

Before the meeting

The **line manager** should create a copy of this document in the teacher's personal PGP directory on Google Drive. They should also confirm that editing permission has been given to the teacher, the line manager and the reviewer. No other person should have viewing, commenting or editing access to the document, with the exception of Assistant Principals, the Principal, and the Head of School.

The **line manager** should complete Section 1. It isn't necessary to make comments against all of the listed performance indicators. If the teacher is deemed not to have met their professional responsibilities, the line manager should have collected material evidence that demonstrates this.

The **teacher** should complete **parts 1. and 2. only** of Section 2. They may wish to wait for Section 1 to be completed before doing so.

During the meeting

The remainder of Section 2 should be completed in the meeting. Changes can also be made to any part of Section 1 or 2, provided they have been agreed by **both parties**. Any disputed statements should be left unaltered, and details of the dispute entered in Section 3.

In Section 3, the **line manager** should enter any cause for concern from Section 1. In the event of a dispute, **either party** can enter details of the disagreement. **Both parties** should sign the document once completed, and the line manager should inform the reviewer.

Section 1: Professional Responsibilities

Domain	Performance Indicators	Comments
1. Planning and Preparation	Demonstrates sound, up to date curriculum knowledge, and matches planned teaching to that curriculum.	
	Creates coherent unit plans and records relevant IB unit planner information	
	Creates assessments which align with prior teaching; uses rubrics, exemplars and/or relevant feedback to allow students to evaluate their performance	
	Collaborates meaningfully with colleagues within and outside their faculty	
	Implements school policies and practices in a timely manner	
2. Lesson and Unit Delivery	Incorporates inquiry-based activities as part of a balanced and well-considered lesson structure	
	Develops critical/independent thinking and higher order reasoning	
	Makes learning authentic and provides links to real life	
	Communicates effectively with students	
	Provides meaningful feedback in line with the school's policy	
	Uses assessment data to appropriately modify planning and future instruction	
3. The Learning Environment	Establishes a culture of learning	
	Creates an environment of respect and rapport	

	Maintains appropriate behavior expectations	
	Manages classroom procedures, routines and transitions	
	Organises the physical environment effectively	
4. Professional Responsibilities	Arrives punctually to work and remains on-site during core hours (excluding breaks and lunch)	
	Arrives on time for lessons, duties and assigned cover sessions	
	Handles information, policies and procedures in a professional manner	
	Maintains accurate records (particularly for assessment grades) and meets deadlines	
	Contributes to school and faculty initiatives	
	Demonstrates professionalism in appearance, interactions and attitude	
	Communicates appropriately to families, consulting with their line manager or a relevant SALT member where appropriate	
	Contributes to a positive school climate	

Section 2: Professional Goals (Interim Check)

Descriptor	Personal Goal	School/Faculty Goal
1. Describe any progress made on the goal so far.		
2. Is the goal partially or fully completed?		
3. Are professional responsibilities not being met?		
4. Does the goal need replacing, adjusting or extending as a result of 2. or 3.?		
5. Describe any further support that is needed.		

Section 3: Further Action and Signatures

Is there any cause of concern that needs to be referred to the reviewer? ***If yes, please provide a brief summary of the key points. Cause for concern can only be raised by the line manager.***	**Is there any dispute that needs to be referred to the reviewer?** ***If yes, please provide a brief summary of the disagreement. Include the name of the person raising the dispute (teacher or line manager).***
YES/NO	**YES/NO**

Date	**Teacher's signature**	**Line manager's signature**