

EDITABLE RESOURCE

Annual Teacher Professional Development Plan

An editable whole-school plan connecting teacher learning with classroom improvement.

How to use: Build priorities from classroom evidence, student work, teacher reflection and school goals. Keep the plan focused and review impact throughout the year.

School

Academic year

Plan owner

Approved by

Review dates

1. Evidence and Priority Setting

Evidence source	Key finding	Priority indicated
Classroom observation		
Student work and assessment		
Teacher self-assessment		
Student / parent voice		
School improvement plan		

2. Annual Priorities

Priority	Why it matters	Success evidence	Lead
Priority 1			
Priority 2			
Priority 3			
Priority 4			

How these priorities connect with the school improvement plan:

How staff voice informed the priorities:

3. Professional Learning Cycle

Term / month	Learning focus	Learning activity	Practice / application	Coaching or feedback	Evidence of impact

4. Support and Resources

Time and meeting structures:

Internal expertise and facilitators:

External support, reading or courses:

Budget and resource requirements:

5. Individual Teacher Development Record

Teacher

Role / subject

Development goal

**Connection to school
priority**

Planned actions

Support required

Evidence to collect

Review date

6. Impact Review

Review question	Evidence	Finding	Next action
What changed in teacher practice?			
What changed in student learning or participation?			
What support was most useful?			
What should continue, stop or change?			

7. Annual Evaluation

Most important improvement achieved:

Evidence that supports this conclusion:

Priority requiring continued attention:

Implications for next year's plan:

Approval and Review

Prepared by

Reviewed with staff on

Approved by

Mid-year review

Year-end review