










A QUICK GUIDE TO SUPPORTING CAREER CONVERSATIONS IN SCHOOLS

Teachers, consider:

- What parts of your current role have you enjoyed and excelled at?
- What parts of other people's roles interest you?
- What role(s) would you like to see yourself doing in the next few years?
- What knowledge and experience would you need to develop to succeed at this?
- What personal professional development could you do to help your organisation develop capacity and capability?

Guidance for line managers:

- Reflect back what you think your colleague is saying, e.g. 'what I think I'm hearing is...', 'sounds like you are saying...', 'Is this what you mean?', to maintain clarity.
- Provide advice respectfully. Don't tell people what to do, instead build on insights from your colleague first and share your own insights as suggestions to be considered, accepted or rejected, only when asked.
- Look positively on how you can accommodate or support the development.

Ideas for teachers and middle leaders	Ideas for aspiring and current organisational leaders	Academic options
<p> NPQ in Leading Teacher Development for those interested in leading the mentoring and coaching of teachers, particularly teachers in their early career</p> <p> NPQ in Leading Teaching for those who have, or are aspiring to have, responsibility to lead teaching in a subject, year-group, key stage or phase</p> <p> NPQ in Leading Behaviour & Culture for those who have, or are aspiring to have, responsibility to lead pupil behaviour and culture and support others in these areas (e.g. tutors, pastoral leads)</p> <p> NPQ in Leading Literacy for those who are leading literacy programmes across a school, year group, key stage or phase, or who are aspiring to such roles in the future</p> <p>◆ Certificate in Evidence Informed Practice</p> <p>◆ Chartered Teacher Programme</p> <p><i>*See also Pedagogical Coaching in school, group and trust-level programmes</i></p>	<p> NPQ for Senior Leaders for those who are, or are aspiring to be, a senior leader with cross-school level responsibilities</p> <p> NPQ for Headteachers for those who are, or aspiring to be, a headteacher or head of school</p> <p> NPQ for Executive Leaders for those who are or are aspiring to be a leader across more than one school</p> <p> NPQ in Early Years Leadership for all leaders in early years settings, qualified to at least Level 3 who are, or are aspiring to be, managers of PVI nurseries, headteachers of school-based or maintained nurseries, or childminders with leadership responsibilities</p> <p> NPQ Early Headship Coaching Offer targeted support to new headteachers to help you achieve success in the role</p> <p>◆ TDT Associate Qualification in CPD Leadership for those who want to lead school improvement through staff development: a theoretical and practical course</p> <p>◆ Chartered Teacher Leadership Programme</p>	<p>◆ MA Education - fully online through the University of Buckingham including the stand-alone TDT module in Leading Teacher Development</p> <p>◆ Other Master's in Education</p> <p>Ideas for aspiring and current organisational leaders</p> <p>◆ TDT Impact Membership A whole organisation improvement package to build staff development capacity and alignment to school improvement</p> <p>◆ TDT Trusts & School Groups Membership Trust-wide improvement package to develop powerful systems of staff development, resulting in boosts in recruitment, retention, and outcomes</p> <p>◆ Pedagogical Coaching Develop a group of staff within or across schools in coaching skills to support their colleagues' classroom practice: a practical programme to introduce across an organisation</p> <p>◆ Collaborative Enquiry Develop a group of staff and leaders with the skills and tools to carry out evidence-informed enquiry and improve outcomes</p>

 This CPD programme attracts government scholarship funding for staff in England. [Details at DfE](#)

For wider staff including administrative, support, catering, site staff etc. it may be helpful to consult the excellent **SkillsForSchools website from Unison** as well as promoting membership of specialist and subject associations.