For teachers · Professional growth · Portfolio

Teaching Portfolio Guide

دليل بناء ملف الإنجاز المهني للمعلم

A teaching portfolio is a selected collection of evidence that shows how you teach, how your students learn, and how you grow. A good portfolio is useful for appraisal, promotion, job applications, awards and your own reflection.

ملف الإنجاز المهني مجموعة مختارة من الأدلة تُظهر كيف تدرّس، وكيف يتعلم طلابك، وكيف تتطور مهنيًا. يفيدك في تقييم الأداء والترقية والتقدم للوظائف والجوائز، وفي تأملك الذاتي.

Recommended sections · الأقسام المقترحة

Section	What to include
1. Introduction and teaching philosophy · فلسفتي في التدريس	A one-page statement of what you believe about learning and how it shows in your classroom.
2. Professional profile · الملف المهني	Short CV, qualifications, subjects and grades taught, roles and responsibilities.
3. Planning · التخطيط	Two or three lesson plans or unit plans you are proud of, with a short reflection on each.
4. Teaching and learning · التدريس والتعلم	Photos of classroom displays or activities (no student faces without permission), materials you created, differentiated resources.
5. Assessment and student progress · التقويم وتقدم الطلاب	Rubrics, formative assessment examples, anonymised student work before and after, class results with a short analysis.
6. Professional development · التطوير المهني	Certificates, workshops attended or delivered, action research summaries, observation feedback.
7. Contribution to the school · الإسهام في المدرسة	Committees, clubs, events, mentoring colleagues, community links.

8. Reflection and goals · التأمل والأهداف	Your growth plan and what you learned this year.

Make every piece of evidence count · اجعل لكل دليل قيمة

A portfolio is not a box of papers. Add a short caption to each item using three questions:

What?	What is this item? *"A differentiated worksheet for a Grade 10 reading lesson."*
So what?	What does it show about my teaching or my students' learning? *"It let all three groups answer the same main-idea question; 24 of 28 students completed it."*
Now what?	What will I do next because of it? *"I will plan the extension task more carefully, because the fast finishers completed it in five minutes."*

- **Quality over quantity:** 15–25 strong items are better than 100 weak ones.
- **Show impact:** wherever possible, include evidence of student learning, not only of your activity.
- **Protect privacy:** remove student names and faces, or get written permission.
- **Keep it current:** add two or three items each term rather than everything at the end of the year.

أضف لكل دليل تعليقًا قصيرًا يجيب عن: ما هذا؟ وماذا يُظهر عن تدريسي وتعلم طلابي؟ وماذا سأفعل بعده؟ الجودة أهم من الكم، واحذف أسماء الطلاب وصورهم.

A digital portfolio for free · ملف رقمي مجاني

- **A shared drive folder** (Google Drive or OneDrive) with one sub-folder per section: the simplest option.
- **A free website builder** (Google Sites, or a free WordPress.com site) if you want a page you can share with a link.
- **One PDF** exported at the end of the year for applications and appraisal meetings.

If you need the portfolio for a licence, promotion or award, always check the current official requirements with your school or the relevant authority.

Write your teaching philosophy · اكتب فلسفتك في التدريس

1. I believe students learn best when...

2. In my classroom, you would see... (two or three concrete examples)

3. I know my students are learning because... (the evidence I use)

4. I support students who find learning difficult, and those who need more challenge, by...

5. I use technology and AI in my teaching when... and I make sure that...

6. I am currently working to improve...

Portfolio checklist · قائمة التحقق

- [ ] Teaching philosophy (one page)
- [ ] Short CV and qualifications
- [ ] 2–3 lesson or unit plans with reflections
- [ ] Materials I created, including differentiated resources
- [ ] Assessment examples: rubrics, formative assessment
- [ ] Anonymised student work showing progress
- [ ] Class results with a short analysis
- [ ] Certificates and PD records
- [ ] Observation feedback
- [ ] Action research summary
- [ ] Contribution to the school
- [ ] Growth plan and end-of-year reflection
- [ ] Every item has a What? / So what? / Now what? caption
- [ ] No student names or faces without permission

Smart Students Hub
منصة تعليمية لدعم الطلاب والمعلمين

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