#### About the project

The Sheffield Institute of Education (SIOE) at Sheffield Hallam University is carrying out research into how to make sustained change happen in teacher professional development by looking at:

* the implementation of innovations and programmes in relation to policy and teacher entitlements;
* the mechanisms and processes within the school environment which underpin change.

The aims of this research study are to:

* identify ‘mechanisms for change’ at policy levels and in school environments that influence implementation of professional development innovations;
* develop implementation guidance, informed by the identified mechanisms, to support change for sustained, embedded improvement in teachers’ professional development in England.

To do this, SIOE staff will be carrying out focus groups, interviews and a survey with teachers, school leaders and staff of professional development organisations.

All data collection and analysis will be carried out by experienced researchers from SIoE.

#### Do I have to take part in the research?

Participation in focus groups, interviews and/or surveys is voluntary. If you are asked to take part in a focus group or interview that is recorded, we will ask you to complete a consent form before the focus group or interview. At the beginning of the survey you will be asked to confirm that you have read this project information sheet and our privacy notice, and consent to participating and your data being collected and processed as outlined in the information documents. By completing the survey you will be agreeing to your data being used in an anonymised form in reporting.

You can withdraw your data, or any part of it, from any of the data collection methods, up to three weeks after it has been collected. After this point it will be anonymised and aggregated into the analysis and we would be unable to identify it. If you wish to withdraw your data please contact the project team (contact details below).

#### Will I be identifiable?

Your data will be stored securely and anonymised. All project reports, and any academic or practitioner research publications and presentations, will be anonymised so that they are not linked to any individual or their organisation.

No individual or school will be named except by agreement on an individual basis, for example in case studies. As far as possible personal identifiers will be removed from the data. However publications may include contextual information about participants’ professional experience, backgrounds and roles, and so participants may be identifiable to those familiar with their work.

#### How will my data be protected?

All digital data will be stored in secure, password-protected computers in Sheffield Hallam University. Paper-based data will be stored in locked cupboards within secure offices. Any transfer of data will use secure portals.

SHU undertakes research as part of its function for the community under its legal status. Data protection allows us to use personal data for our work with appropriate safeguards in place under the legal basis of public tasks that are in the public interest. A full statement of your rights can be found at: [SHU privacy notice for research participants](https://www.shu.ac.uk/about-this-website/privacy-policy/privacy-notices/privacy-notice-for-research).

The privacy notice sets out in more detail how your data will be used and protected in this project. The privacy notice can be found on the [project website](https://research.shu.ac.uk/psemc/participant-information/).

#### Data to be collected

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|  |  |  | **School leaders and teachers** | **Staff, partners and participants of professional development organisations** |
| Interviews  | School leaders, teachers and staff from professional development organisations may be asked to take part in in-person, telephone or online interviews to gather information on their opinions about and experiences of professional development implementation. | Interviews will be carried out by an experienced researcher from SIOE. Interviews should take no more than 45 minutes. With permission, these will be recorded using an audio recorder and may be transcribed. Anonymised interview transcripts will be shared between the SIoE team. Anonymised data will be thematically analysed.  | X | X |
| Focus groups  | School leaders, teachers and staff from professional development organisations may be asked to take part in in-person, telephone or online interviews to gather information on their opinions about and experiences of professional development implementation. | Focus groups will be carried out by an experienced researcher from SIOE. Focus groups will take no more than 60 minutes. With permission, these will be recorded using an audio recorder and may be transcribed. Anonymised transcripts will be shared between the SIOE team. Anonymised data will be thematically analysed. | X | X  |
| Survey | An online survey will collect data from school leaders and teachers on their opinions about and experiences of professional development implementation. | The survey will be straightforward to complete, containing click-box responses and open comment sections. Surveys should take no more than 20 minutes to complete. Participant responses will be collated and analysed by the research team at SIOE and reported anonymously. | X  |  |

#### Contact details

If you have any queries about the information provided here please contact the project team:

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| **Professor Emily Perry (Principal Investigator)** Deputy Head of the Centre for Development and Research in EducationSheffield Institute of EducationSheffield Hallam University, S1 1WB e.perry@shu.ac.uk |

All University work of this nature is reviewed to ensure that participants are treated appropriately and their rights respected.

This work was approved by the University Ethics Committee. Further information can be found at Sheffield Hallam University’s [ethics and integrity webpage](https://www.shu.ac.uk/research/quality/ethics-and-integrity).

For any concerns about Sheffield Hallam University:

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| You should contact the SHU Data Protection Officer if:* you have a query about how your data is used by the University
* you would like to report a data security breach (e.g. if you think your personal data has been lost or disclosed inappropriately)
* you would like to complain about how the University has used your personal data
 | You should contact the SHU Head of Research Ethics (Dr Mayur Ranchordas - ethicssupport@shu.ac.uk) if:* you have concerns with how the research was undertaken or how you were treated
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| Postal address:  Sheffield Hallam University, Howard Street, Sheffield S1 1WB Telephone: 0114 225 5555; Email: DPO@shu.ac.uk |