



هيئة جودة التعليم والتدريب
Education & Training Quality Authority

SCHOOL LEADERSHIP ACTIVITY (3) (FOR TRAINEES)



School leadership 3 (for Trainees)

SEF – Activity 3

- **Target audience:** School leadership
- **Aim:** Enhance School leaderships' awareness of the areas that should be focused on and avoided when filling out the school Self-Evaluation Form (SEF).
- **Duration:** Within 10 minutes.
- **Description:** Group activity. Participants discuss areas that should be focused on and avoided when filling the (SEF) and answer questions.

You have a set of school practices for filling out the Self-Evaluation Form (SEF). Categorise them into areas to focus on (Do's) and areas that the school should avoid (Don't) when filling out the (SEF).

School practices:

- 1- Evaluation of aspects is incompatible with one another.
- 2- Include evaluations in descriptive paragraphs.
- 3- Focus on schoolwork priorities.
- 4- Focus on procedures without impact.
- 5- Extreme brevity or verbosity.
- 6- Evaluate the aspects in a consistent manner and support them with factual evidence.
- 7- Very descriptive, not evaluative writing.
- 8- Base evaluations on realistic and actual data.
- 9- Use evaluative style in writing descriptive paragraphs.
- 10- Evaluation of aspect without supporting it with factual evidence.

<u>Focus Areas (Do)</u>		<u>Avoid (Don't)</u>