

## **School leadership activity 3 (for trainees)**

### **SEF activity**

**Target audience:** School leadership

**Aim:** Enhance School leadership awareness of the areas that should be focused on and avoided when filling out the school Self-Evaluation Form (SEF).

**Duration:** 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). Categorize 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. Evaluate 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 assessments on realistic and actual data
9. Use evaluative style in writing descriptive paragraphs
10. Evaluate aspect without supporting it with factual evidence

## **Avoid (Dont)**


## **Focus Areas (Do)**
