

School leadership activity 3 (for trainers)

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.

Materials: The activity sheet (one for each trainee) and an A3 paper for the group to answer in.

Implementation mechanism:

1. The trainer gives the groups two minutes before starting the activity to determine (a leader, a writer, and a presenter) for each group.
2. Activity questions are distributed; group members share the questions and discuss to arrive at the correct answers.
3. The agreed-upon answer is written by the group writer, during which the group leader organizes the group discussion and their answers, within the specified time.
4. After the specified time is done, the answers of each group will be presented by the presenter, not exceeding 5 minutes, where the trainer can choose a group to present (do's) and another group to present (Don'ts).
5. After the groups' presentations are done, the trainer presents the model answer to the participating trainees.
6. The trainer answers inquiries and questions, if any.

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

<u>Avoid (Dont)</u>
1
4
5
7
10

<u>Focus Areas (Do)</u>
2
3
6
8
9