  
**Key roles and responsibilities you will have during your tenure as a team member on a SAESC School Peer Review**

**SCHOOL PEER REVIEW**

Roles and Responsibilities November 2014

* **Pre-review**
  + Review all material sent to you by the Team Leader
    - School Peer Review Objectives and Criteria
    - Completed School Self-Evaluation Form
    - School’s IQAA or UMALUSI Report
  + Prepare questions for Team Leader, fellow reviewers and school host
* **Pre-review training**
  + Review Code of Conduct, signed your copy and submit to the project manager (see attached for information)
  + Fully participate in Calibration Exercise I - Review 15 – 20 minute video of a SAESC school classroom and write-up your observation independently. (NOTE: The key is for all reviewers to focus on “impact” rather than teaching technique and collect strong evidence!)
  + Get clarity on your role, assigned responsibility and then review the schedule
  + Participate in a joint in-classroom review and debriefing on Day One of the review
* **During the review**
  + Be prepared from the minute you arrive at the school!
  + Remember to smile and be courteous to everyone
  + Collect evidence on everything you see
  + Seek feedback whenever possible from team members and the Team Lead
  + Arrive on time to assigned classes, meetings, or interviews
  + Complete Evidence Forms 5 minutes after each assigned class meeting, or interview (DO NOT WAIT LONGER SINCE YOU MAY FORGET KEY PIECES OF EVIDENCE!)
  + Be prepared for lunch time briefing identifying for yourself:
    - Precise praise
    - Areas for growth
* **Post review**
* Submit all evidence forms and return confidential information to the Team Leader
* Send thank you note to principal
* If necessary, type up additional notes and send immediately (within 48 hours) to Team Leader (see the attached SPR Evidence Worksheet)
* Make time for clarifying questions from the Team Leader as she/he begins to write the report
* Make time to be interviewed about the process sharing your feedback on ways thing could be improved