  
**SAESC Peer Review Team Leaders - Training Day**

**SCHOOL PEER REVIEW**

Notes for team leaders – Training Day November 2014

1. Documentation
2. Connecting team – email, contact call
3. Newies phone call – been through instrument
4. Email to Head of School
   1. Their roles in training afternoons – overview of school, question on self-evaluation
   2. Additional documents e.g. Umalusi, data, reports

**Training Day**

1. Welcome, introduction – feeling?
2. Expectations
3. Sign Code of Conduct
4. Purpose of School Peer review
5. Notes for Precise Praise and Area for improvement
6. Interview Head

* Precise praise of leadership
* Area of improvement (after day 1)

1. Agenda afternoon and evening
   1. Instrument – OCD
   2. Language of review
   3. Lesson observations and observation form

* Important to look at impact on student
* Lesson planning
* Make judgements but do not be judgemental
* yellow post it’s for each teacher
* key words
  1. Declaring your bias
  2. Lesson calibration (video)
  3. Feedback – clarity
  4. Programme for Day 1
  5. Explain debriefing – impact on students
  6. Check in things with staff first – Day 1
* Connect with staff
* Timetable
* Focus groups
  1. Form for meetings/interviews
  2. Form for looking at student material, teacher files, assessment records, organisational documents (strategic planning, Umalusi, Staff performance management)
  3. Reflection on training day

**DAY 1**

1. Staff meeting – 5 minutes address and introduction
2. Calibration lesson and debrief as team
3. Pairs into first lesson and (poss) debrief
4. Observation and debrief
   1. interviews and debrief
   2. documentation meetings
5. End of day
   1. Precise praise
   2. Areas for improvement
   3. Themes emerging
   4. Adjustments for Day 2 and revisiting of people and areas
   5. Measure against instrument

**DAY 2**

1. Debriefing - observation, documentation meetings, interviews
2. By 11am to 12pm – clarity on rocks – completion of praise and of improvement
3. Divide up rocks (3 team members to draft)
4. Balance of team completing instrument

**After Review**

1. Thanks to school
2. Thanks to team
3. Thanks to Bridge
4. Report
   1. JATT
   2. School
   3. Team