



## External reviewers

External reviewers play an important role in school reviews conducted by the Education Improvement Branch (EIB). They are experienced educators who bring additional independence, credibility, expertise and rigour to the review process.

Many external reviewers are former Queensland state school principals or have served in senior officer positions within the department. Others come from non-state schools, interstate or higher education. All external reviewers bring with them a strong understanding of school improvement and educational leadership.

Becoming an external reviewer is a great way for experienced school principals and other educators to transition from full-time employment to more flexible working arrangements. This allows the department to continue to benefit from their experience and expertise.

### Independent contractors

External reviewers are engaged by the department as independent contractors under a four-year standing offer arrangement. To be considered under the arrangement, external reviewers must demonstrate a high level of recent educational leadership experience and experience as an educator.

### Pre-review training

Before participating in school reviews, external reviewers undergo a comprehensive training program. The training covers all aspects of the review process, including the use of the *National School Improvement Tool*, interviewing techniques and review protocols. The training also covers departmental policies and processes, with senior officers from other divisions invited to present.

During reviews, external reviewers work closely with the chair and other members of the review team. This includes analysing school data, conducting interviews with school staff and other school community members, and writing review report findings.

### Moderation and support

To ensure their knowledge and skills remain current, external reviewers attend at least two training and moderation sessions per year. Senior officers from across the department present at these sessions, providing external reviewers with the latest information on departmental priorities and initiatives.

### Performance monitoring

The performance of external reviewers is monitored and supported in a number of ways. Firstly, feedback on their performance is sought from review chairs and school principals after every review through a short survey. Any negative or unsatisfactory comments are followed up by a senior reviewer immediately. Secondly, senior reviewers regularly work shadow external reviewers to observe their practice and conduct. Feedback is provided to the external reviewer after each session.

Any individual performance issues are addressed by senior reviewers directly. General feedback is used to inform future training and moderation sessions.

### More information

For more information about external reviewers, please contact the EIB on (07) 3035 2217 or email [eibmb@qed.qld.gov.au](mailto:eibmb@qed.qld.gov.au).