



## School self-assessments

Every Queensland state school is reviewed by the Education Improvement Branch (EIB) at least once every four years. The reviews play an important part in how the department supports school improvement.

A self-assessment helps schools to identify where they are at in their school improvement journey in the years between school reviews. The process is voluntary and does not replace school reviews or any other departmental requirements. It is an additional mechanism to help schools evaluate their progress and identify areas for further improvement.

### Organising a self-assessment

A self-assessment should generally occur at the mid-point of a school's four-year strategic plan. It should take one to two days, depending on the school's size and context.

Schools are responsible for organising a self-assessment, including the scope and the composition of the assessment team. Any associated costs are to be met by the school.

Schools are also welcome to engage the EIB to conduct their self-assessment. The EIB will work closely with you to customise the self-assessment to your school's context and needs. For more information, including costs, email [eibmb@qed.qld.gov.au](mailto:eibmb@qed.qld.gov.au).

### Using the *National School Improvement Tool*

Schools that undertake a self-assessment are encouraged to use the *National School Improvement Tool* as the basis for reflection and evaluation to ensure consistency with the school review process. Schools can choose to focus on some or all of the domains.

### Assessment process

Each self-assessment should include a mix of school-led self-reflection and evaluation, and verification by colleagues external to the school. Ideally, external colleagues will have completed the EIB's *National School Improvement Tool* training and participated in a school review as either a principal or as a reviewer.

The assessment team should look at the school's performance data and undertake a series of discussions with school staff, students, parents and other stakeholders.

Schools may choose to invite their assistant regional director or other regional staff to participate in the process.

After the assessment is completed, the team should produce a short report. The report should provide feedback on the school's progress and suggest improvement strategies for consideration. These should be informed by the *National School Improvement Tool*.

### EIB support

The EIB is available to help schools identify external colleagues for their assessment team. These could include former internal reviewers, peer reviewers, accredited external reviewers or trained associate school leaders.

The self-assessment OnePortal page has a range of resources to help schools organise a self-assessment, including reflection tools, school videos and report examples. For more information, visit <https://intranet.qed.qld.gov.au/EducationDelivery/schoolimprovementunit/Pages/school-self-assessments.aspx>.

The EIB can also provide training and other advice or support as requested. For more information, email [eibmb@qed.qld.gov.au](mailto:eibmb@qed.qld.gov.au).