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KOSOVAN PEER LED QUALITY ASSURANCE MODEL

AGENDA FOR SCHOOL QUALITY ASSURANCE WEEK

"Support to basic and upper secondary education" Project

At least one week before start of evaluation

Meeting with whole peer quality assurance team.
Meeting Agenda

1. Decide on team roles. (All section leaders must be present at the school for 5 days)
2. Discuss how to write an evidence-based school quality assurance
3. Discuss behaviour expectations for the team i.e. Confidentiality, Team role
 1. The team are not inspectors. They are colleagues.
 2. There is no judgement or grading in the process just evidence
4. Discuss documentation that team must read before school visit.
 1. School self- evaluation
 2. Exemplar peer led quality assurance reports
 3. Lesson observation matrix
 4. Guide to effective pedagogical process
 5. Pedagogy refresher

School Quality Assurance Week	
Monday	<p>08:00 Whole team meeting to reinforce behaviour expectations, roles and evidence gathering techniques . Discuss who will attend the separate meetings that have been organised with Parents, Students and staff.</p> <p>09:00 Team leader meets with school director to discuss process and check that meetings have been arranged with representatives of parents, students and parents</p> <p>09:00 The rest of the team observe lessons and collect evidence. (In a school with 2 shifts lesson observations take place in the afternoon as well)</p> <p>12:00 Team meeting to discuss evidence gathered.</p>
Tuesday	<p>7.50 Short team meeting.</p> <p>8.00 Team observe lessons and collect evidence.</p> <p>12:00 Team meeting to discuss evidence gathered</p>
Wednesday	<p>7.50 Short team meeting.</p> <p>8.00 Team observe lessons and collect evidence.</p> <p>12:00 Team meeting to discuss evidence gathered</p>
Thursday	<p>7.50 Short meeting</p> <p>8.00 Team observe lessons and collect evidence.</p> <p>12:00 Team leader presents section 1 Management and Governance to the team. Team leader presents section 2 School Culture and environment to the team.</p>
Friday	<p>8:00 Whole team meeting to complete report.</p> <ul style="list-style-type: none"> • Team members present section 3 Teaching, Learning and Assessment to the team • Team member presents section 4 School Based Teacher Professional Development to the team • Team member presents section 5 Student performance to the team. <p>Team agrees on key recommendations and commendations. Team checks report for grammar, spelling and tone of report</p> <p>12:00 Team gives report to the School Director to check for clear inaccuracies.</p> <p>14:00 End of School Evaluation</p>



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