

## Use these questions for school analysis

### Team:

1. Ask the school principal for job definitions of all roles in the school according to subgroups: management team, educator team, therapeutic team, administrative staff and more.
2. Where the roles of each team member defined?
3. Is the team aware of the role definitions and tasks expected of them?
4. Are there expectations / feedback conversations with the position holders?
5. Is there room for more positions in the school?
6. With the principal, make a list of open roles for the next school year
7. Formulate an interview to recruit new employees and needed job requirements.
8. Are there any new teachers at your school? And what is the induction procedure available to them?
9. What is the admission process for school employees?
10. Plan next year's inlay? Who would you team up with, and who would you not?
11. What were your considerations in the inlay? Which of the considerations will you reveal to the team and bring it up for discussion?

### Training and Development:

1. How are the subjects for 'in school professional development' determined?
2. What is the overall training plan in the school?
3. Is there a subject area training procedure? (math, English). What are you doing to promote the topic?
4. Is there a procedure for lesson observation? Describe the procedure - Who observe and what is the feedback procedure?
5. List the existing mentoring processes in the school.
6. What do you do to promote entrepreneurship among staff members?

### Motivation and mobilizing:

1. How do you strengthen your team?
2. Tell us about the current existing feedback procedures at your school?
3. Describe in what ways do you motivate your staff to do things?

### Conflict management:

1. Describe a conflict that occurred in your school among staff members.
2. How did you respond?
3. How would you respond in hindsight?
4. Can you identify crisis situations in your school?

### Punishment and discipline:

1. What are the existing procedures and regulations in your school?
2. What do you do to enforce them?
3. What ways of responding to reluctant teachers you hold? (being late, yelling at students, etc.