

SELF-ASSESSMENT QUESTIONNAIRE FOR SCHOOLS

Questionnaire for all teaching and administrative staff

This questionnaire has been designed to help you think about the place you work, and your perceptions of it. It is part of the school self-assessment exercise.

The questionnaires will be analysed to get an idea of how the staff see the school and the way it operates. Your answers may also highlight areas where the school policy is not clear to you, or where you see a need for improvement. There is no 'right' or 'wrong' answer. You do not have to answer all the questions, nor will you have to give your name, but it would be helpful to know if you are a member of the academic or administrative staff.

Please circle *Yes* or *No* as appropriate. If you have put *No* for any question, please give specific reasons. Please note down positive as well as negative points. Both are helpful!

Before you start, you ought to have a copy of the school prospectus or equivalent to hand.

The questionnaire should take no longer than 30 minutes to complete.

Thank you very much indeed for your help.

A School Premises, Health and Safety (All staff)

- 1 Are the premises suitable for the teaching operation?
- 2 Are the classrooms the right size?
- 3 Are the offices welcoming to students/general public?
- 4 Does your working area enable you to do your job efficiently?

A General comments and suggestions

B Publicity (All staff)

- 5 What are the strengths of the school's printed publicity?
- 6 Does the school publicity give an accurate picture of the school and its activities?
- 7 Is it easy to find out about all basic course information e.g. dates, course lengths, class sizes, available examinations etc ?
- 8 Do you think the description of the teaching and course programme reflects the reality?

B General comments and suggestions

C Course Planning (Teachers)

- 9 What tools do you use for course planning?
- 10 Is there a curriculum or course programme?
- 11 Do you have a copy or know where to find one?
- 12 Do you refer to it when planning your teaching?
- 13 Do you get sufficient information about your classes before they start?
- 14 In general, are the students' expectations of the course content realistic?
- 15 In general, are the students' expectations of the teaching methods used realistic?
- 16 Is the school policy on continuing students appropriate? (i.e. information on students handed on to new teacher, arrangements for when other students are being tested etc.)

C General comments and suggestions

D Course Delivery and Teaching (Teachers)

- 17 How would you describe the teaching approach/methodology used in the school?
- 18 How long do you think it takes a student (on average) to move up a level?
- 19 List three strengths of the teaching operation.
- 20 Does the placement system sort students into levels well?
- 21 Is there a system in place to deal with students who are misplaced? Does it work?
- 22 Overall, do the students understand and accept how the school assesses and certifies their language learning?
- 23 Are the classrooms properly equipped for effective teaching to take place?
- 24 Is the furniture/layout suitable for whole class/group work/pair work?
- 25 Is the range of course books available sufficient for the students' needs?
- 26 Is there sufficient commercial/in-house material for the students' needs?
- 27 Are students informed adequately of their progress during the course?
- 28 Are there sufficient opportunities for students to provide feedback on their course?
- 29 Is the school policy on student absence appropriate?
- 30 Is the school policy on student lateness appropriate?
- 31 If you have to teach for an absent teacher, can you find the course records easily?

D General comments and suggestions

E Training and Development (All staff)

- 32 Do you have up-to-date Curriculum Vitae?
- 33 Is the in-service staff training and development programme relevant to your needs?
- 34 Do you know (or know how to find out) about external training courses?
- 35 If necessary, is training provided on how to use equipment e.g. OHP/video camera?
- 36 If necessary, is training provided on how to exploit resources e.g. video/computers/administrative software?
- 37 Does the training and induction programme for new staff enable them to settle in quickly?
- 38 What internal/external training have you found most useful?

E General comments and suggestions

F Training and Development (Teachers)

- 39 How often has your teaching been observed in the last year?
- 40 What were the reasons for the observation?
- 41 Were you given feedback?
- 42 Are there opportunities for peer observation?
If yes, how many times in the last year have you done a peer observation?
- 43 Are there opportunities for team teaching?
If yes, how many times in the last year have you done team teaching?

F General comments and suggestions

G Administration and Non-academic Services (Administrative staff)

- 44 List three strengths of the school administration
- 45 Do you feel you have enough time to deal with student queries?
- 46 If you are absent, does at least one other person know how to do your work?
- 47 Where necessary, are administrative procedures written down?
- 48 Is it easy for students to find out information about the services the school offers?

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49 Do the students generally come to the appropriate person with their queries or problems?

50 Are there suitable places for students to talk to administrative staff?

51 What opportunities are students given to provide feedback on the non-academic services the school provides?

G General comments and suggestions

H Contracts, Terms and Conditions of Service (All staff)

52 Do you have a contract, which sets out details of your terms and conditions of employment?

53 Do you have a current job description?

54 When did you last look at it?

55 Is your job description accurate?

56 What opportunities are there for you to talk over your performance at work and future development?

57 Would you like more opportunities to discuss your performance and future development?

58 Is it clear whom to go to with a problem?

59 Do you know what the school's grievance procedure is (or where to find the information)?

H General comments and suggestions

I General (All staff)

60 Do you think communication between administrative staff and teachers is good?

61 Do you think communication between staff and management is good?

62 Why do you think students choose to come to this school?

63 Which schools do you see as our main competitors?

64 Do you feel informed of the school's future plans?

65 What do you see as the three main priorities for the school over the next year?

66 If you could change 3 things about the school and/or have 3 wishes for its improvement and or development, what would they be?