



# ITLS INTERNATIONAL TEACHERS FOR TOMORROW'S SCHOOL

SYSTEM CHANGE AS AN OPPORTUNITY FOR INTERCULTURAL SCHOOL DEVELOPMENT AND MUTUAL LEARNING

## Reflection sheet to prepare feedback meetings

### Abstract:

The reflection sheet serves as a template for a reflection meeting between new teachers and their mentors or colleagues.

The aim of the sheet is to prepare a feedback meeting and to give guidance for the meeting. It can help to identify strengths, challenges and needs and to prepare the dialogue partners for a substantive exchange.

The sheet can also be used to provide feedback between colleagues who have already been working longer at the school.

*By Renate Schüssler & Kristina Purrmann, Bielefeld University*

*Developed on the base of material from the project*

*Lehrkräfte Plus Bielefeld*

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### Type of document:

sheet for reflection and counselling

### Target groups:

new teachers, colleagues, mentors

### Goals:

suggestions for reflection and feedback, identification of strengths and needs

### Keywords:

reflection, feedback, performance, needs

## Reflection sheet to prepare feedback meetings

Date of the meeting: \_\_\_\_\_

Participants: \_\_\_\_\_

How are you doing at your (new) school? Draw a personal conclusion from your activities and your teacher role at your school, considering

- the different tasks of a teacher: classroom management, teaching, educating, assessing, extracurricular tasks, school development
- the different groups of people at your school: teachers, principals, other staff, pupils, parents, and
- situations in and outside the classroom.

Questions for reflection:

What was surprising for you? Please describe a specific situation that has been particularly important to you.

How do you perceive yourself in your (new) role?

In which situations have you received positive feedback or have felt appreciated?

In which fields do you think your strengths lie?

What particular challenges do you face?

Are the challenges you experience inter-culturally determined (differences in the education system, the role of a teacher, everyday practices, language etc.)?

How do you deal with these challenges? What could you change personally?

What should be changed at school? What are your wishes and needs?

Which further learning needs do you have? How could we deal with them?

What further topics should be focused on in the meeting?

Your conversation partner (mentor or another colleague) would like to point out the following aspects:

The reflection meeting has taken place and our joint conclusion is:

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Date and signature of the (new) international teacher

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Date and signature of the mentor

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