



ITLS INTERNATIONAL TEACHERS FOR TOMORROW'S SCHOOL

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

Understanding the organisation of the school

Abstract:

The following reflection sheet aims to inspire effective discussions and the exchange of ideas about the school organisation, policy, the employment and certification process, and the procedure for gaining a teaching licence for the new school.

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Type of document:

sheet for reflection and exchange

Target groups:

teaching staff
principals

Goals:

to discuss, reflect and exchange ideas on an effective understanding of the school organisation

Keywords:

school organisation, policy, processes and procedures

**FOR DISCUSSION AND EXCHANGE:
Understanding the organisation of the school**

School:

Conversation with:

Date:

With your new teacher, share and clarify the following points:

- Your school's educational policy:
- The process of employment and certification at your school:
- The procedure for gaining a teaching licence for your school:
- Access to the school curriculum:
- Access to school media and technology (e.g websites, teaching platforms, apps ...) to facilitate networking:
- The evaluation process for students' achievement:
- The involvement of parents in your school curriculum:
- Attendance at teacher training programmes and workshops for teachers at your school:
- The location of resources, classroom equipment, important notifications (e.g. excursions):
- Any (extracurricular) tasks:
- Other: