





# Guideline to the digital self-scan reflection instrument “Leadership for Learning”

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# 1 The explanation of the digital self-scan reflection instrument

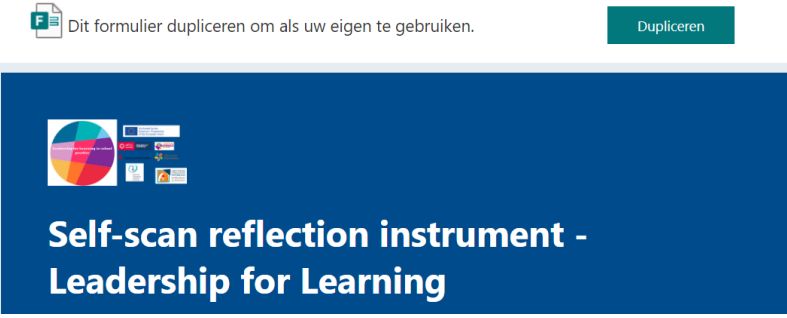
 <h2>Self-scan reflection instrument - Leadership for Learning</h2> <p>This reflection instrument is a <b>self-scan</b> to help schools to <b>orientate their current practice</b> to the "<b>Leadership for Learning</b>" framework . This self-scan will support you to identify which parts of the "Leadership for Learning" framework is already <b>strongly present</b> in your school and where <b>challenges</b> can be detected for the future in order to strengthen the learning process of students and staff.</p> <p>The "Leadership for Learning" framework is defined by <b>five pillars</b> of activities which are crucial to positively influencing the learning process (Building a trustful school culture and relationships; Developing and sustaining a vision for learning; Focusing on educational program, learning and instruction; Nurturing professional learning communities; Recognizing and celebrating success and innovation). In other words, these five pillars are <b>criteria of "Leadership for Learning"</b> that must be fulfilled in the practice of your school. We described for each criterium a set of different <b>indicators</b> to assess the current situation of your school. By giving each indicator a <b>score from 1 (lowest) to 10 (highest)</b> you get a clear picture on the <b>strengths and challenges</b> for each of the five criteria of "Leadership for Learning". In addition to rating each indicator, we also ask you to provide more information to <b>justify the specific score</b>.</p> <p>This digital survey is structured according to the 5 pillars and therefore consists of 5 parts with indicators. By clicking on 'next' you will reach the next part.</p>	<h3>Target groups</h3> <p>This digital self-scan can be completed by both school leaders and the entire team of a school. In this way, the answers can be compared from different perspectives (management, policy support staff, teachers, support staff, ...). This self-scan provides a picture of the perception of the current situation for the different components of the "Leadership for Learning" framework.</p>
	<h3>"Leadership for Learning" framework</h3> <p>In the digital self-scan it is clearly indicated to which of the 5 pillars (criteria) an indicator (question) connects. In total the digital self-scan consists of 5 parts in which an assessment is made of different indicators per pillar. A score of 1 (lowest) to 10 (highest) is used to indicate the extent to which an indicator is met. In addition, you are asked to indicate how your score is reflected in your school. At the end of each pillar (criterion), we ask you to formulate strengths and challenges based on the given scores. You can start filling in the self-scan via this link: <a href="#">self-scan reflection instrument</a>.</p>

Erasmus+ programma van de Europese Unie (2022). Leadership for Learning zelfscan reflectie-instrument. Published instrument, consortium of the project 'Integrated leadership in school practice' and developed by Tanja Ceux, UC Leuven-Limburg (2019-1-BE02-KA201-060202).

 <b>Forms</b>	<p><b>Programme</b></p> <p>The digital self-scan is made with Microsoft Forms. This programme allows you to duplicate an existing survey, easily edit it, share the questionnaire and interpret the answers.</p>
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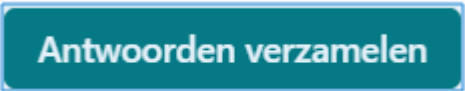
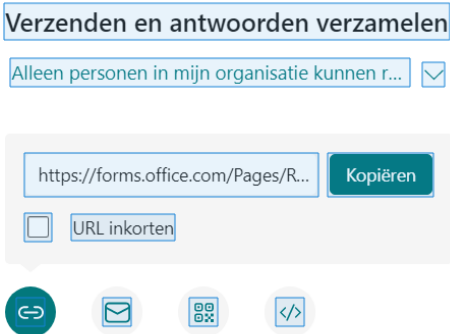

## 2 Duplicating and editing the self-scan

If you are planning to use the self-sDcan for a team of colleagues and want to get a clear overview of the current state with regard to the 5 pillars of the "Leadership for Learning" framework, it is best to duplicate the existing self-scan. That way you are the administrator and you get a good overview of the answers. You can use the self-scan in its original form, but you can also add questions if you want to link the self-scan to questions on other topics. Below, we provide you with the necessary information on how to do this.


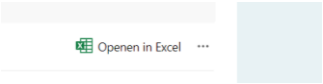
 <p>Dit formulier dupliceren om als uw eigen te gebruiken. <span>Dupliceren</span></p> <p><b>Self-scan reflection instrument - Leadership for Learning</b></p>	<p><b>Duplicating the digital self-scan</b></p> <p>Through the following link you can access the digital self-scan: <a href="#">duplicate self-scan reflection instrument</a>. You are the administrator of the duplicated version and you can edit it yourself..</p>
	<p><b>Editing the self-scan</b></p> <p>You can use the self-scan in its original version, but you can also edit it by adding questions. You do this by clicking on '+ Insert new'. When adding new questions, you have the option to set them as 'required' and</p>

<p><b>Criterion 1: Building a trustful school culture and relationships</b></p> <p><b>Building a trustful school culture and relationships</b> includes amongst others effective communication with all stakeholders (colleagues, students, parents and other relevant external and internal stakeholders), maintaining good internal and external relations in shaping the school culture towards trust and collaboration. The school should actively involve stakeholders in the decision-making process and sharing responsibilities. The first step is to support collaboration by encouraging them to work as a team and be "team-players". This collaboration between colleagues and stakeholders puts the achievement of the same goals first. A trustful school culture cannot be built by leaders alone, but can be achieved when everybody takes responsibility for the quality of their teaching and students' learning outcomes.</p> <p>+ Nieuwe invoegen</p>	<p>therefore mandatory. In addition, there are various types of questions (open questions, scoring, multiple choice,...) that can be added.</p> <p>If, as a school, you want to compare the estimation of the indicators from different target groups, you <b>should</b> certainly add a question where the respondent can indicate from which role (management, teacher, care coordinator,...) he/she fills this in.</p>
<p><b>Opties voor antwoorden</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Antwoorden accepteren</li> <li><input type="checkbox"/> Begindatum</li> <li><input type="checkbox"/> Einddatum</li> <li><input type="checkbox"/> Vragen in willekeurige volgorde weergeven</li> <li><input type="checkbox"/> Voortgangsbalk weergeven</li> <li><input type="checkbox"/> Bedankbericht aanpassen</li> </ul> <p><b>Antwoordbevestigingen</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ontvangst van antwoorden toestaan na indiening</li> <li><input type="checkbox"/> E-mailmelding ontvangen voor elk antwoord</li> </ul>	<p><b>Open the self-scan</b></p> <p>Ready to send out the self-scan to the team? Check the 'settings' button to see if the self-scan is open for responses. You can also set a start and end date and indicate whether respondents should receive an e-mail confirmation of their answers.</p> <p>Would you like to read it again? Choose the option 'print form' in the three dots next to 'collect answers'. You will receive a handy readable pdf of your self-scan.</p>

### 3 Sharing the self-scan

	<p><b>Send</b></p> <p>Select the "collect responses" button at the top right.</p>
	<p><b>Email or share a link</b></p> <p>You now have several options</p> <ul style="list-style-type: none"><li>• You can send the quick scan directly to the e-mail addresses of the people you want to invite to fill in the survey.</li><li>• You can request a link which you can distribute.</li><li>• You can generate a qr-code that you can distribute.</li></ul>
	<p><b>Number of answers</b></p> <p>Please check regularly how many answers have been received. You can do this via the "answers" button.</p>

## 4 Consult the answers

	<p><b>Overview with diagrams</b></p> <p>Forms offers several possibilities to collect the answers. If you just click on the 'answers' button, the programme offers you an overview of the results. For closed questions, you get charts. For the open questions, you get a summary of the answers.</p>
	<p><b>Excel file</b></p> <p>If you choose "open in Excel" for the answers, the programme will generate an Excel file with the answers per respondent. This is useful if, for example, you have chosen to compare the estimation of the indicators of different target groups. This comparison can easily be done in Excel by filtering the answers to the different target groups.</p>

## 5 Interpreting the answers

The results of the self-scan are purely descriptive. Therefore, be careful when moving to interpretation.

Some suggestions and guiding questions when interpreting the results:

- Which results did you expect? Which are surprising?
- Compare the answers from the different target groups (management, policy supporters, teachers,...). What similarities and differences emerge between the target groups?

- Compare the answers of the different target groups (principals, policy supporters, teachers,...) with the vision of the school. Which answers are in line with the vision? For which target groups or pillars of the "Leadership for Learning" framework is more vision alignment desirable?
- For which pillars and indicators is your school strong? On which pillars and indicators should your school focus further?
- Formulate some action points based on the results of the self-scan.