 Science KLA self-reflection tool

The following self-reflection tool is a suggested checklist for science faculties which considers the different dimensions of teaching and learning within a science faculty. This tool should be used collaboratively by staff annually to assess improvements of practice.

This tool allows faculties to self-reflect on their practices and procedures and rate each area as:

* Not evident (NE) – the product/practice does not yet exist
* Developing (D) – the product/practice is in a draft stage or is undergoing revision using feedback and evaluation.
* Highly developed (HD) – the product/practice has been modified using feedback and evaluation and is being used successfully in the faculty. A highly developed product/practice is one that can be used as an exemplar or illustration of practice.

Put an ‘X’ in the column that suits best.

Administration and accountability

| Product/practice | NE | D | HD |
| --- | --- | --- | --- |
| Faculty strategies/strategic plan/faculty plan (aligned to school plan). |  |  |  |
| Class lists |  |  |  |
| Medical information |  |  |  |
| Student individual learning plans |  |  |  |

School policies and documents (can be faculty-specific)

| Product/practice | NE | D | HD |
| --- | --- | --- | --- |
| Beginning teacher handbook |  |  |  |
| Wellbeing policy |  |  |  |
| Excursion organisation |  |  |  |
| Reporting to parents guides/procedures |  |  |  |
| Assessment policy |  |  |  |
| BYOD policy |  |  |  |
| Social media / technology policy |  |  |  |
| Warning letters register |  |  |  |
| Previous years’ mark books (held for past seven years) |  |  |  |
| Previous years’ scopes and sequences and teaching and learning programs (held for past seven years) |  |  |  |
| Register of staff responsibilities |  |  |  |
| Faculty meeting procedures |  |  |  |
| Faculty meeting agendas and minutes |  |  |  |
| Budget tracking and record keeping |  |  |  |
| Ordering and invoicing procedures |  |  |  |
| Lockdown and evacuation procedure posters in all rooms |  |  |  |

Staff support

| Product/practice | NE | D | HD |
| --- | --- | --- | --- |
| PDP forms and evidence collection (advice/policy/procedures) |  |  |  |
| Teacher absent/casual teacher lesson plan proforma |  |  |  |
| Reporting to parents guides/procedures |  |  |  |
| Assessment policy |  |  |  |
| Delegation of duties list |  |  |  |
| Teacher observation feedback forms (standards linked) |  |  |  |

Syllabus implentation

| Product/practice | NE | D | HD |
| --- | --- | --- | --- |
| Syllabus (digital or physical copies) of 7-10 for the Australian Curriculum and Stage 6 Science courses |  |  |  |
| Syllabus receipt register (or accessible online through a learning management system) |  |  |  |
| Scope and sequence (including stage 4 and 5 student research project) |  |  |  |
| Current programs/units of work |  |  |  |
| Current registers for Stages 4, 5 and 6 |  |  |  |
| Science Transition programs/units of work |  |  |  |
| Literacy continuum |  |  |  |
| Numeracy skills framework/Numeracy across the KLAs |  |  |  |
| Shared teaching resources |  |  |  |

Assessment

| Product/practice | NE | D | HD |
| --- | --- | --- | --- |
| Faculty assessment Policy |  |  |  |
| Assessment schedule |  |  |  |
| Assessment notifications |  |  |  |
| Assessment receipt register (or accessible online through a learning management system) |  |  |  |
| Assessment tasks with marking guides/rubrics |  |  |  |
| Mark book – electronic version or centralised |  |  |  |
| ROSA work samples (three per task in high, medium and low levels of performance) |  |  |  |
| Consistency of teacher judgement procedures |  |  |  |
| Outcomes tracking spreadsheet/mark book/procedures |  |  |  |
| Record of N-awards |  |  |  |

Evaluation and review

| Product/practice | NE | D | HD |
| --- | --- | --- | --- |
| Collated feedback and evaluation of teaching and learning programs |  |  |  |
| VALID data analysis |  |  |  |
| RAP data analysis |  |  |  |
| NAPLAN data analysis |  |  |  |

Science storeroom and chemicals

| Product/practice | NE | D | HD |
| --- | --- | --- | --- |
| CSIS (online & accessible) |  |  |  |
| MSDS access |  |  |  |
| Science storeroom chemical list |  |  |  |
| Science banned chemical list |  |  |  |
| Investigation/practical task order sheet |  |  |  |
| Safety posters |  |  |  |
| Stock list |  |  |  |
| Safety equipment (such as sand bucket, fire blankets, fire extinguishers) |  |  |  |