 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) |[ ] [ ] [ ]