



Information for Teaching Staff about the Focused External Review Process

Education Officers (EOs) from the Directorate for Quality and Standards in Education (DQSE) will be reviewing the school in the coming weeks. The following information is a guideline detailing the process involved in the external review.

A. The Purpose of the External Review

All schools are expected to reach the [National Quality Standards](#) that ensure learners' entitlement. The external review aims to support schools to improve the quality of education and learner achievement. The review process will focus on the key area Educational Leadership and Management.

B. The External Review Team

The external review is carried out by an external review team composed of EOs from the DQSE one of whom would take on the role of review leader. The number of review team members depends on the school population and the focus of the review. During the external review, the review team will take into account the school context.

C. Four weeks prior to the External Review

The Assistant Director (DQSE) and/or Review Leader hold a meeting with the Head of School and Head of College Network (or equivalent) to explain the purpose and process of the focused external review.

D. Two weeks prior to the External Review

The Head of School disseminates information letters and links to online questionnaires, devised by the DQSE, to teaching staff, parents and learners.

E. During the External Review days, reviewers:

- interview different stakeholders,
- observe activities and procedures/routines taking place outside the classroom,
- gather evidence from different sources so as to triangulate data related to Educational Leadership and Management,
- are available to staff members to discuss any issues related to the external review.

F. On the last day of the External Review:

- The review leader outlines the main findings of the external review to the Head of School.

G. The External Review report:

- The Head of School will receive a draft of the external review report and the outcomes of the pre-review questionnaires. The review team finalises the report after giving due consideration to the feedback received from the Head of School,
- The finalised report is sent to the Head of School, Head of College Network or equivalent, and competent authorities. The report includes the review findings and required actions the school would be expected to address effectively for school improvement;
- The dissemination of the external review outcomes to the teaching staff and parents depends on the context and focus of the external review.

H. Post External Review procedures:

- The Head of School, in collaboration with the rest of the Senior Leadership Team and educators, is to develop an action plan to address the report's required actions,
- The school hosts a post-review meeting. During the meeting the Head of School explains to the DQSE officials how the school intends to address the required actions listed in the report, which actions would have been recorded in the post-review action plan template,
- The DQSE follows up the outcomes of the Focused External Review through one of its [external review models](#) within the following scholastic year.

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