

Instructional Leadership Assessment Tool

Coach Name	
School Name	
School leader Name	
Assessment Date	

Instructions: Use this tool to **rate the school's instructional leader (must be the Director, head teacher or Deputy head teacher)**. Rate each school leader based on their ability to meet the indicators below within the school term under review. Where:

- **No Evidence** – No observable evidence
- **Beginning Mastery** – the school leader has not implemented or practiced the activity
- **Approaching Mastery** – the school leader has only practiced the activity only once throughout the term
- **Mastery** – the school leader completes the activity monthly
- **Advanced Mastery** – the school leader completes the activity fortnightly

1. Instructional Leadership

Classroom support	
1.1. School leader observes and provides feedback to teachers in the school (<i>Look for: lesson observation and feedback notes</i>)	☐ No Evidence ☐ Beginning Mastery ☐ Approaching Mastery ☐ Mastery ☐ Advanced Mastery
1.2. School leader reviews student learning and behavior data in order to support teachers in class (<i>Look for: notes indicating next steps arising from reviewing student data</i>)	☐ No Evidence ☐ Beginning Mastery ☐ Approaching Mastery ☐ Mastery ☐ Advanced Mastery
Professional Learning Communities (PLC) Facilitation	
1.3. School leader leverages PLCs to foster teacher collaboration that enhances student learning (<i>Look for: PLC meeting notes</i>)	☐ No Evidence ☐ Beginning Mastery ☐ Approaching Mastery ☐ Mastery ☐ Advanced Mastery
Instructional Leadership Notes:	

2. Learner Engagement

Instruction	
2.1. School leader reviews lesson plans before hand and provides feedback as needed (<i>Look fors: lesson plans with head teacher's or school director's signature</i>)	☐ No Evidence ☐ Beginning Mastery ☐ Approaching Mastery ☐ Mastery ☐ Advanced Mastery
2.2. School leader models and supports engaging pedagogical methodologies that support and engage all learners (<i>Look fors: majority of the teachers in the school use varied teaching methods e.g., visual aids, group discussions, demonstration etc.</i>).	☐ No Evidence ☐ Beginning Mastery ☐ Approaching Mastery ☐ Mastery ☐ Advanced Mastery
Material Development	
2.3. School leader models and follows up on how to develop teaching and learning materials that enhance student engagement and learning (<i>Look fors: appropriate charts on the wall, teachers include various materials in the lessons</i>)	☐ No Evidence ☐ Beginning Mastery ☐ Approaching Mastery ☐ Mastery ☐ Advanced Mastery
Learner Assessment	
2.4. School leader models and support use of formative assessments to promote student learning and understanding of content (<i>Look fors: teachers check for understanding during lessons, teachers provide feedback to students to promote learning</i>)	☐ No Evidence ☐ Beginning Mastery ☐ Approaching Mastery ☐ Mastery ☐ Advanced Mastery
2.5. School leader models and supports the use of Blooms taxonomy (<i>Look fors: lesson plan includes rigorous objectives, teacher uses effective questioning techniques</i>)	☐ No Evidence ☐ Beginning Mastery ☐ Approaching Mastery ☐ Mastery ☐ Advanced Mastery
Learner Engagement Notes:	

3. Classroom Culture

Child Protection	
3.1. School leader has documented and implemented child protection guidelines (<i>Look for: evidence of a written child protection policy</i>)	☐ No written guidelines ☐ Incomplete guidelines ☐ Complete but not shared with teachers ☐ Complete and shared with teachers and students
3.2. School leader models and supports teachers to develop classroom discipline plans and are under implementation in the school (<i>Look for: evidence of discipline plans, no corporal punishment</i>).	☐ No Evidence ☐ Beginning Mastery ☐ Approaching Mastery ☐ Mastery ☐ Advanced Mastery
Teacher–Student Interaction	
3.3. School leader builds trusting relationships with teachers and students (<i>Look for: students and teachers respect but are not fearful of the SL, teachers and students approach SL with feedback or concerns in the school, SL accommodates other ideas</i>)	☐ No Evidence ☐ Beginning Mastery ☐ Approaching Mastery ☐ Mastery ☐ Advanced Mastery
Student Goals and Expectations	
3.4. School leader creates and communicates student academic and behavioral goals (<i>Look for: evidence of written goals</i>)	☐ No Evidence ☐ Beginning Mastery ☐ Approaching Mastery ☐ Mastery ☐ Advanced Mastery
Student Culture Notes:	