

Twenty Ticks

Keeping Headteacher Self-Assessment Simple.

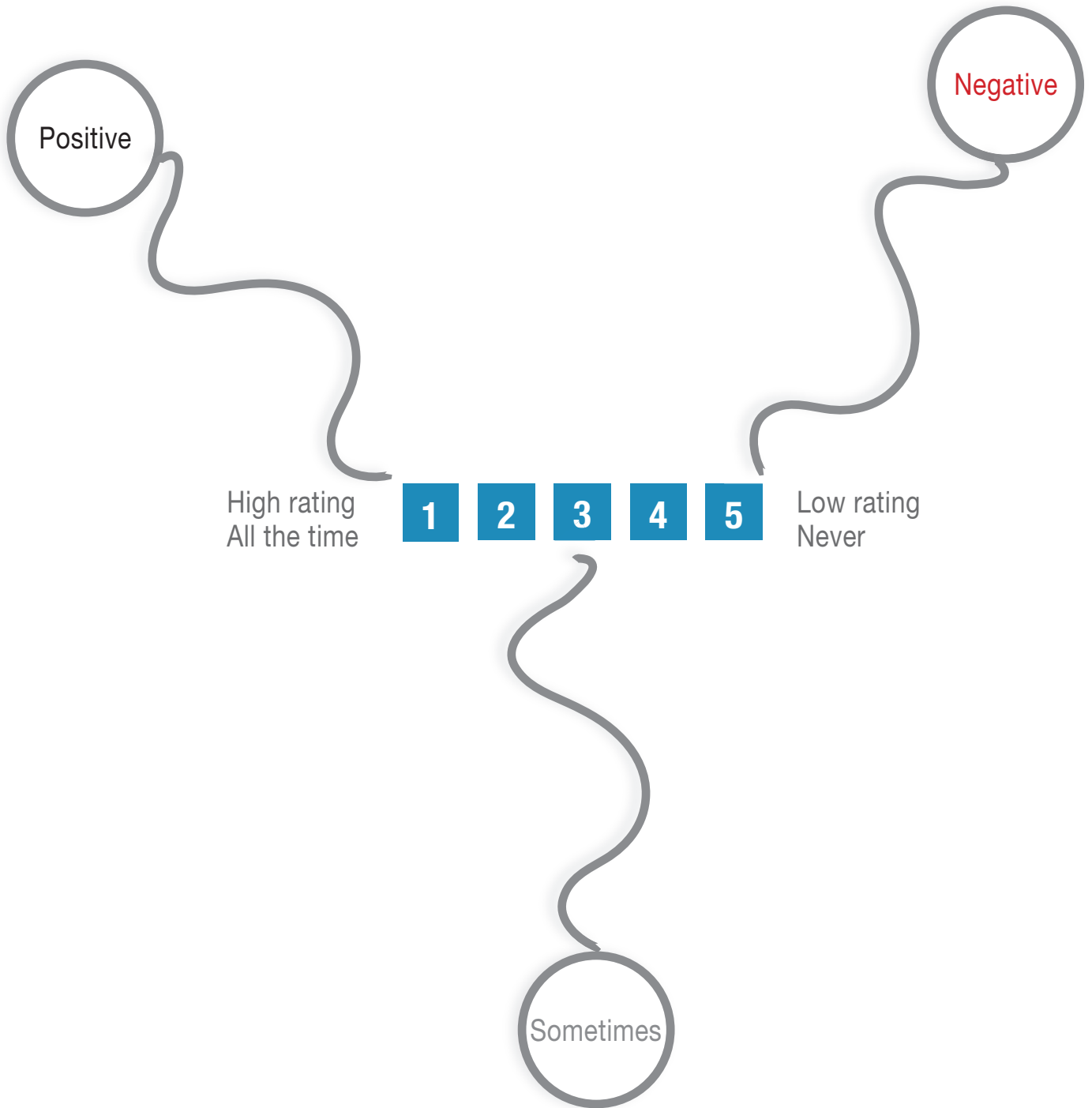
There are several expensive and time consuming self assessment tools to support head teachers in reflecting on their own practice/performance. However, finding the time and energy to access such assessment tools is another matter! In a world where situations, contexts and personalities are forever changing and time is precious, **Twenty Ticks** will take moments of your time but give you a valuable insight into how others see you in your role.

Some head teachers have concerns about their perceived lack of assertiveness, whilst other more dictatorial heads are unaware of just how cold and distant their management style really is for their staff. Some are good at empathising, but less good at communicating and vice versa. **Twenty Ticks** will confirm or dispel the image you have of your own leadership style in a confidential format.

The questions were developed after spending two years identifying the common strands which are consistent with some of the country's most effective leaders, in both education and industry. Simply ask at least five members of your staff (ideally a cross-section) to participate. They should tick the appropriate grade boxes relating to the twenty questions. You also complete one as a self-assessment before you see your staffs' answers. Finally, using the proforma provided, you record the results.

Pay special attention to the 1's/2's and 4's/5's gradings, what does this tell you about your style? To balance the score weightings simply multiply your self-assessment score by the number of staff who took part. What are the similarities and differences in your own and your staff's ratings? What does this inform you about your practice/effectiveness? **See proforma Next Steps.** Is there a pattern regarding the score differences between your grading and your staffs'? What are the implications of this?

How do staff see you?



Approachable	1	2	3	4	5
Humorous	1	2	3	4	5
Calm under pressure	1	2	3	4	5
Caring	1	2	3	4	5
Warm body language	1	2	3	4	5
Good listener	1	2	3	4	5
Weighs up all possibilities	1	2	3	4	5
No hidden agendas	1	2	3	4	5
Prepared to change direction/focus if necessary	1	2	3	4	5
Acknowledges everyone's point of view	1	2	3	4	5

Encourages two way communication	1	2	3	4	5
Open with everyone	1	2	3	4	5
Good team player	1	2	3	4	5
Shares concerns	1	2	3	4	5
Admits when made a mistake	1	2	3	4	5
Gives reasons for actions	1	2	3	4	5
Makes considered judgements	1	2	3	4	5
Praises when appropriate	1	2	3	4	5
Voice tone calm	1	2	3	4	5
Not afraid to hold staff to account	1	2	3	4	5

My Personal Development Planning Sheet

Priority

Target

Success criteria

Tasks

Time scale

Personnel to support me

Resources I will need

Monitoring Review – How/Who?

Evaluation

Miscellaneous notes

	Staff collated score	Self score times by staff input	Note score differences etc
Approachable			
Humorous			
Calm under pressure			
Caring			
Warm body language			
Good listener			
Weighs up all possibilities			
No hidden agendas			
Prepared to change direction/focus as necessary			
Acknowledge everyone's point of view			
Encourages two way communication			
Open with everyone			
Good team player			
Share concerns			
Admits when made a mistake			
Gives reasons for actions			
Makes considered judgements			
Praises when appropriate			
Voice tone calm			
Not afraid to hold staff to account			

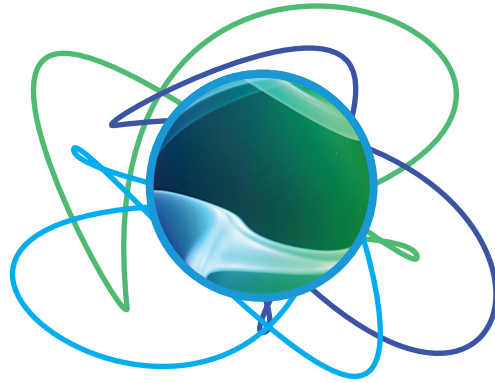
Next steps....

Key skills/attributes need to sustain high rating from:

Staff
You (self-assessment)
Staff & you

Key skills/ attributes need to work on to improve practice. Low rating from

Staff
You (self-assessment)
Staff & you



KB Concepts

www.kbconcepts.co.uk