

Self-Evaluation for Clerking Development Guidance V2, April 2019

Please note this online exercise should take no longer than 1.5 hours.

Professional Clerking is an essential aspect of effective and efficient Governance. All professionals need to ensure that they regularly review their skills and knowledge and take actions to continually develop and improve. However, due to the variety of ways in which Clerks are employed and work with schools there is no single way in which to carry out Self-evaluation.

Different methods will suite different Clerks, but best practice will always involve gathering the views of the Board/s that you work with. Overall, however the process belongs to you as you are the driver of change and true development will only come to those who systematically monitor, evaluate and review their practice.

The Governor Space Self-evaluation is conducted by RAG rating your skills and knowledge against the competencies set out by the DFE in the Clerking Competency Framework. RAG stands for Red Amber Green.

- Rating a statement **RED** – indicates that you feel you lack expertise and knowledge in this area.
- Rating a statement **AMBER** – indicates that you feel you have **some** knowledge and confidence in this area.
- Rating a statement **GREEN** – indicates that you feel knowledgeable and confident in this area.

It is a 'best fit' approach and you should not spend too much time on each statement. Remember that the purpose is not to judge your abilities as a Clerk, but to support continual self-improvement under the DFE guidance of what is effective practice. It aims to recognise strengths and to identify weaknesses that can then be addressed in your Clerking Development Plan.

Your Self-evaluation must reflect the views of the Boards with whom you work to inform your self-evaluation. Depending on how you are employed by the Board, there are a variety of ways in which to do this. You and your employer need to decide how best to do this.

Possible methods for gathering feedback from Boards to complete the self-evaluation include:

1. Complete the self evaluation online and share a PDF copy of the results (one will be emailed to you automatically when you've completed the exercise).
2. Share the Clerking Competency Framework statements and ask the Chair and/or Headteacher to RAG each of the statements in the 4 competencies. Use this to base your judgements of areas of strength and areas for development.
3. If you Clerk a few Boards, collate responses and use the average response to guide your judgement.
4. Ask the Chair/Headteacher of each Board that you work with for 'What went well' and 'even better ifs' on the 4 competencies; Understanding Governance, Administration, Advice and Guidance and People and Relationships. This will be more general than focusing on each statement but will be useful if you support a large number of Boards.
5. Use the self-evaluation tool as a starting point for your appraisal / performance review in conjunction with your employer's appraisal policy to set yearly objectives.