



GUIDANCE FOR COMPLETING THE ECaR/ECC SELF EVALUATION FORM

WHO IS THE DOCUMENT FOR?

- This is a self evaluation document for LAs to identify what they are doing well and the areas they want to prioritise for development.
- Its main purpose is to enable the LA to move forward, improve practice and share its good practice with others
- It will not be used as a monitoring tool by the National Strategies.

WHO WILL SEE THE DOCUMENT AND WHEN?

As the purpose of the document is to help the LA move forward and improve practice the document may be shared with whoever the LA feels appropriate. For example:

- The SEF should be shared with teams in the LA to see if they can identify areas where they could become involved or provide support.
- The document could be used as basis of discussion about ECC or ECaR with the SSIA or the DSSIA.
- It may be that the LA would like to share it with the NS RAs or SAs for Literacy/maths or Intervention during their visits.
- The SEF should be shared with the National Trainers to see if they can offer any advice or support to develop the programmes.
- For ECC, the SEF should inform discussion with Every Child a Chance Trust Directors on their visits, so that good practice to share with other LAs can be identified, and ideas on taking forward the LA's self-identified development priorities can be explored.

WHEN SHOULD THE SEF BE COMPLETED?

The SEF is a working document and referred to and completed at regular intervals. It should be completed on annual basis and as the programme in schools runs on the academic calendar, it should be completed by the end of August each year and inform development priorities for the year ahead.

A completed version of the SEF for that year should be recorded and stored. However, the SEF for the following year need not be started from scratch but should build on from the previous year.

Who needs to be involved in the completion of the form?

The SEF should be completed jointly by the Primary Strategy Manager, the Teacher Leader Line manager and the Teacher Leader. Some LAs have usefully involved their ECaR/ECC steering group in completing the SEF, thus ensuring the involvement of other LA services, teachers and headteachers.