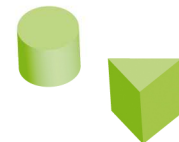


PPT 3.6 Principles of interviewing

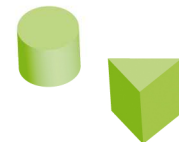
Frank Crawford

Belgrade, June 14th 2010



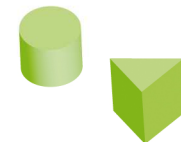
Principles

-  **Open**
-  **Fair**
-  **Rigorous**
-  **Respectful**
-  **Confidential**
-  **Consistent**



Process

- **Contribute to overall evidence base**
- **Keep focused**
- **Use a variety of questions**
- **Decide on theme/gaps in evidence**
- **Agree structure and timing** (both in day and in rhythm of the inspection - which may be fixed for small schools)
- **Conduct interview based on positive relationships and mutual respect – smile!**
- **Manage time well**
- **Provide immediate summary/feedback**
- **Record and share**



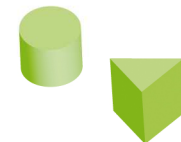
Types of questions

- **Open-ended** – useful and engaging, can be time-consuming eg “What do you think about
- **Situational** – help to get interviewees thinking eg “How well does the school handle”
- **Self-evaluative** – can triangulate evidence already gathered eg “What do you think parents would say....”
- **Direct** - can find out specific pieces of evidence eg “What led the school to introduce”
- **Multiple choice** – can help to elicit views and attitudes, for example, to change eg “If you were to choose between ...”
- **Yes or no** – limited use



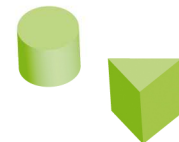
A few questions for students

- **What advice would you give to a new student joining the school?**
- **What are the top three things you like about the school?**
- **If you were the principal, what three things about the school would you change and why?**



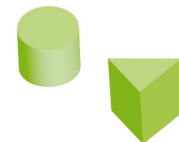
A few questions for staff

- **What advice would you give to a new teacher joining the school?**
- **What top three things would you describe to persuade a parent to bring their child to your school?**
- **If you were the principal, what three things about the school would you change and why?**



A few questions for parents

- **What advice would you give to a new parent bringing their child to the school?**
- **What top three things would you describe to persuade another parent to bring their child to the school?**
- **If you were the principal, what three things about the school would you change and why?**



Structure of interview

- Welcome and introduction
- Explain confidentiality – issue, not the person
- Use people's names
- Describe the process
- Outline any focus (eg among **teaching and learning, ethos, curriculum, school organization and management**)
- Manage the discussion through questions
- Handle awkward answers carefully
- Ask for views not already given
- Give immediate feedback/points of interest
- Thank you and closure



**GA 3.4/GA 3.5 Structuring the
interview with:
students, staff, teachers and
parents**

Frank Crawford

Belgrade, June 14th 2010



Structuring interviews - teachers

- **Examine the emerging evidence from the first day and documentation (use emerging evidence handout)**
- **You will interview a group of teachers for half-an-hour**
- **Plan your interview**
- **Write out some questions that you will use in the role play exercises (GA 3.6)**

GA

3.4/GA3

5



Structuring interviews - students

- Examine the emerging evidence from the first day and documentation (use emerging evidence handout)
- You will interview a group of senior students for half-an-hour
- Plan your interview
- Write out some questions that you will use in the role play exercises (GA 3.7)

GA

3.4/GA3

5



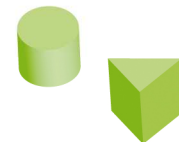
Structuring interviews - parents

- **Examine the emerging evidence from the first day and documentation (use emerging evidence handout)**
- **You will interview a group of parents who have children across all year groups**
- **The interview will be for half-an-hour**
- **Plan your interview**
- **Write out some questions that you will use in the role play exercises**

GA

3.4/GA3

5



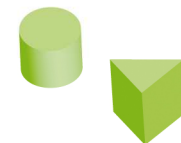
Structuring interviews - staff

- **Examine the emerging evidence from the first day and documentation (use emerging evidence handout)**
- **You will interview a group of staff including the librarian, school secretary and janitor**
- **Plan your interview**
- **Write out some questions that you will use in the role play exercises**

GA

3.4/GA3

5



GA 3.6/GA 3.7

Interviewing teachers, students, staff and parents

Agnes Vosse; Frank Crawford

Belgrade, June 14th 2010



Interviews – role play

- **The person being interviewed should read the inspectors notes of an inspection as a briefing to role play as a student, teacher, parent or member of staff (use inspectors' notes handout)**
- Use the questions you developed in group work exercises GA 3.4 and GA 3.5
- Conduct the interview in the given time, ensuring you have notes that you can share with the rest of the inspection team

