

EOTC Procedures Mapping Activity

Purpose

Can be a useful way to check if teachers understand the step by step process they are required to follow in their school. I have used this when reviewing a school's system as a way to determine if all staff implement the EOTC procedures consistently. I would do this individually.

Could be used as an induction task for new teachers. I would do it as a group activity so they help each other. Can be a start point - what they expect to have to do, OR an end point - have they understood the induction. It can then be amended into representing the school's actual system.

Learning Materials

Lots of small pieces of paper/cards/post its (approx. 25 per person)

Pens

EOTC Procedure Flowcharts

School's EOTC procedures and forms

School's SMP

Task

Write on individual cards/pieces of paper/post its

- A. Choose an EOTC activity you do or might like to do. What are your desired learning outcomes? (One card)
- B. Write **on a separate card each step of the EOTC process** that you are expected to complete - starting with Proposal and ending with Review
- C. Arrange these into chronological order (some steps may be done at the same time)
- D. Now place your cards on the EOTC Procedures Cycle Diagram below. (NOTE: The diagram could be given out first to help guide thinking, but if this task is used to check teachers' understanding of the school's system hand it out after they brainstorm)
- E. Make any adjustments first by the individual and then share with a small group. Do we all have the same understanding of the school's required system? Refer to page 15 SMP Template
- F. Add/highlight ***Who is involved in the planning and decision making" at each step***
- G. Critique.
 - a. What gaps are there if any?
 - b. What is unnecessary or too complicated?
 - c. What works well in your system?
 - d. What isn't working?
 - e. Any suggestions for change?

EOTC Procedures Flowchart Template

