

## The items of the questionnaire school management

### School Program Work

LK	S
1. I ensure that the school program is known to the school community.	Mrs. / Mr. / My school leadership team ensures that the school program is known to the school community.
2. I ensure that there is a coordinated list of development projects.	Mrs. / Mr. / My school leadership team ensures that there is a coordinated list of development projects.
3. I ensure that teaching development plays a central role in the school program.	Mrs. / Mr. / My school leadership team ensures that teaching development plays a central role in the school program.
4. I ensure that there is an action plan with timeline and responsibilities.	Mrs. / Mr. / My school leadership team ensures that there is an action plan with timeline and responsibilities.
5. I ensure that the school program is continuously implemented, evaluated, and updated.	Mrs. / Mr. / My school leadership team ensures that the school program is continuously implemented, evaluated and updated.

## Internal School Curriculum

LK	S
1. I ensure that our school has a high-quality internal curriculum.	Mrs. / Mr. / My school leadership team ensures that our school has a high-quality internal curriculum.
2. I ensure that the internal curriculum aligns with the relevant framework curricula.	Mrs. / Mr. / My school leadership team ensures that the internal curriculum aligns with the relevant framework curricula.
3. I ensure that the internal curriculum is compatible with standardized forms of assessment (e.g., benchmark tests, central exams).	Mrs. / Mr. / My school leadership team ensures that the internal curriculum is compatible with standardizes forms of assessment (e.g., benchmark tests, central exams).
4. I ensure that the internal curriculum is aligned with the school program and its development projects.	Mrs. / Mr. / My school leadership team ensures that the internal curriculum is aligned with the school program and its development projects.
5. I ensure that interdisciplinary and cross-curricular teaching initiatives and projects are included in the internal curriculum.	Mrs. / Mr. / My school leadership team ensures that interdisciplinary and cross-curricular teaching initiatives and projects are included in the internal curriculum.
6. I ensure that the assessment criteria used by teachers are coordinated within and across grade levels.	Mrs. / Mr. / My school leadership team ensures that the assessment criteria used by teachers are coordinated within and across grade levels.
7. I ensure that the internal curriculum is coordinated between grade levels and subject areas.	Mrs. / Mr. / My school leadership team ensures that the internal curriculum is coordinated between grade levels and subject areas.
8. I ensure that within the internal curriculum, there is a coordinated repertoire of learning strategies and study techniques that students are expected to acquire during their schooling.	Mrs. / Mr. / My school leadership team ensures that within the internal curriculum, there is a coordinated repertoire of learning strategies and study techniques that students are expected to acquire during their schooling.
9. I ensure that teachers adhere to the internal curriculum.	Mrs. / Mr. / My school leadership team ensures that teachers adhere to the internal curriculum.

## Systematic Monitoring of Student Performance

LK	S
1. I ensure that at our school, comparative or parallel assignments across grade levels are conducted.	Mrs. / Mr. / My school leadership team ensures that at our school, comparative or parallel assignments across grade levels are conducted.
2. I ensure that we participate in standardized tests or assessments (e.g., VERA, Ilea/LauBe, LAL7, among others).	Mrs. / Mr. / My school leadership team ensures that we participate in standardized tests or assessments (e.g., VERA, Ilea/LauBe, LAL7, among others).
3. I ensure that we initiate or continue our own internal testing system to identify student learning progress and challenges.	Mrs. / Mr. / My school leadership team ensures that we initiate or continue our own internal testing system to identify student learning progress and challenges.
4. I ensure that at our school, the performance development of our students (e.g., based on results from VERA, end of year 10 exams, among others) is regularly documented.	Mrs. / Mr. / My school leadership team ensures that at our school, the performance development of our students (e.g., based on results from VERA, end of year 10 exams, among others) is regularly documented.
5. I ensure that measures for teaching development are planned and implemented based on analyses of student performance.	Mrs. / Mr. / My school leadership team ensures that measures for teaching development are planned and implemented based on analyses of student performance.

## School-wide Use of Self-evaluation

LK	S
1. I encourage colleagues to regularly and systematically gather student feedback on their teaching (e.g., using questionnaires).	Mrs. / Mr. / My school leadership team encourages colleagues to regularly and systematically gather student feedback on their teaching (e.g., using questionnaires).
2. I advocate for the use of methods of student self-evaluation in teaching (e.g., learning journals, student portfolios, European Language Portfolio, questionnaires for student self-assessment).	Mrs. / Mr. / My school leadership team advocates for the use of methods of student self-evaluation in teaching (e.g., learning journals, student portfolios, European Language Portfolio, questionnaires for student self-assessment).
3. I ensure the adoption of a school-accepted concept for internal evaluation.	Mrs. / Mr. / My school leadership team ensures the adoption of a school-accepted concept for internal evaluation.
4. I ensure systematic internal evaluation.	Mrs. / Mr. / My school leadership team ensures systematic internal evaluation.
5. I ensure that evaluation results are communicated, discussed, and used for further development of work in the involved groups.	Mrs. / Mr. / My school leadership team ensures that evaluation results are communicated, discussed, and used for further development of work in the involved groups.
6. I consider the topic of self-evaluation significant.	Mrs. / Mr. / My school leadership team considers the topic of self-evaluation significant.

## Competency-based Staff Deployment

LK	S
1. I ensure a fair and appropriate distribution of hours (timetable).	Mrs. / Mr. / My school leadership team ensures a fair and appropriate distribution of hours (timetable).
2. I strive for teachers to be deployed according to their competencies.	Mrs. / Mr. / My school leadership team strives for teachers to be deployed according to their competencies.
3. I create the teaching timetable in a transparent manner.	Mrs. / Mr. / My school leadership team creates the teaching timetable in a transparent manner.

## Clear and Accepted Substitute Principles

LK	S
1. In the event that teachers need to be substituted in class, I ensure that there is a well-organized substitute plan.	In the event that teachers need to be substituted in class, Mrs. / Mr. / My school leadership team ensures that there is a well-organized substitute plan.
2. In the event that teachers need to be substituted in class, I ensure that there are binding agreements on the procedure that are accepted by all teachers.	In the event that teachers need to be substituted in class, Mrs. / Mr. / My school leadership team ensures that there are binding agreements on the procedure that are accepted by all teachers.
3. In the event that teachers need to be substituted in class, I ensure that prepared substitute lessons are conducted by subject teachers.	In the event that teachers need to be substituted in class, Mrs. / Mr. / My school leadership team ensures that prepared substitute lessons are conducted by subject teachers.
4. In the event that teachers need to be substituted in class, I ensure that the content of substitute lessons is coordinated.	In the event that teachers need to be substituted in class, Mrs. / Mr. / My school leadership team ensures that the content of substitute lessons is coordinated.
5. In the event that teachers need to be substituted in class, I ensure that prepared teaching materials are available in the departments.	In the event that teachers need to be substituted in class, Mrs. / Mr. / My school leadership team ensures that prepared teaching materials are available in the departments.
6. In the event that teachers need to be substituted in class, I ensure that class cancellations are largely prevented.	In the event that teachers need to be substituted in class, Mrs. / Mr. / My school leadership team ensures that class cancellations are largely prevented.
7. In the event that teachers need to be substituted in class, I ensure that substitutions are announced as early as possible.	In the event that teachers need to be substituted in class, Mrs. [Name] / Mr. [Name] / My school leadership team ensures that substitutions are announced as early as possible.
8. In the event that teachers need to be substituted in class, I ensure transparency in the accounting of conducted substitute hours.	In the event that teachers need to be substituted in class, Mrs. / Mr. / My school leadership team ensures transparency in the accounting of conducted substitute hours.

## Adequate Consideration of Conference Times

LK	S
1. I ensure that there are fixed times for conferences at our school.	Mrs. / Mr. / My school leadership team ensures that there are fixed times for conferences at our school.
2. I ensure that there are fixed times for steering group meetings at our school.	Mrs. / Mr. / My school leadership team ensures that there are fixed times for steering group meetings at our school.
3. I ensure that there are fixed times for subject conferences at our school.	Mrs. / Mr. / My school leadership team ensures that there are fixed times for subject conferences at our school.
4. I ensure that there are fixed times for project group meetings at our school.	Mrs. / Mr. / My school leadership team ensures that there are fixed times for project group meetings at our school.
5. I ensure that there are fixed times for classroom observations at our school.	Mrs. / Mr. / My school leadership team ensures that there are fixed times for classroom observations at our school.

## Clear Responsibilities

LK	S
1. I ensure that there are clearly defined areas of responsibility at our school.	Mrs. / Mr. / My school leadership team ensures that there are clearly defined areas of responsibility at our school.
2. I ensure that responsibilities for specific tasks are clearly regulated at our school.	Mrs. / Mr. / My school leadership team ensures that responsibilities for specific tasks are clearly regulated at our school.
3. I ensure that it is clear who is responsible when decisions are made.	Mrs. / Mr. / My school leadership team ensures that it is clear who is responsible when decisions are made.



## External Cooperation

LK	S
1. I ensure that parents are informed about matters concerning the class/school (curriculum, projects, trips, etc.).	Mrs. / Mr. / My school leadership team ensures that parents are informed about matters concerning the class/school (curriculum, projects, trips, etc.).
2. I ensure that parents are involved in educational discussions and school development processes.	Mrs. / Mr. / My school leadership team ensures that parents are involved in educational discussions and school development processes.
3. I ensure that our school maintains contacts with institutions from which our students come (daycare centers, schools) or to which they go.	Mrs. / Mr. / My school leadership team ensures that our school maintains contacts with institutions from which our students come (daycare centers, schools) or to which they go.
4. I ensure that our school maintains contacts with sponsors (friends groups, businesses, etc.) that provide financial and/or material support to the school.	Mrs. / Mr. / My school leadership team ensures that our school maintains contacts with sponsors (friends groups, businesses, etc.) that provide financial and/or material support to the school.
5. I ensure that events are held at our school where outsiders can learn about our work.	Mrs. / Mr. / My school leadership team ensures that events are held at our school where outsiders can learn about our work.
6. I ensure that our school utilizes opportunities to present its work to the public outside of the school (internet, brochures, press, events, etc.).	Mrs. / Mr. / My school leadership team ensures that our school utilizes opportunities to present its work to the public outside of school (internet, brochures, press, events, etc.).
7. I ensure that our school builds a well-functioning network with external partners (other schools, companies, independent organizations, etc.).	Mrs. / Mr. / My school leadership team ensures that our school builds a well-functioning network with external partners (other schools, companies, independent organizations, etc.).

## Staff Participation in Decision-Making

LK	S
1. I ensure that the staff plays an active role in fundamental decision-making processes.	Mrs. / Mr. / My school leadership team ensures that the staff plays an active role in fundamental decision-making processes.
2. I ensure that the staff has ample opportunity to express their opinions during decision-making.	Mrs. / Mr. / My school leadership team ensures that the staff has ample opportunity to express their opinions during decision-making.
3. I ensure that the staff participates in determining in-house professional development measures.	Mrs. / Mr. / My school leadership team ensures that the staff participate in determining in-house professional development measures.
4. I ensure that all contributions during meetings and conferences are taken seriously.	Mrs. / Mr. / My school leadership team ensures that all contributions during meetings and conferences are taken seriously.

## Parental Participation

LK	S
1. I ensure that parents are informed about the organizational structure of the school and their participation rights.	Mrs. / Mr. / My school leadership team ensures that parents are informed about the organizational structure of the school and their participation rights.
2. I ensure that parents actively participate in committees and conferences.	Mrs. / Mr. / My school leadership team ensures that parents actively participate in committees and conferences.
3. I ensure that parents are actively involved in school development.	Mrs. / Mr. / My school leadership team ensures that parents are actively involved in school development.
4. I ensure that parents are actively involved in school life.	Mrs. / Mr. / My school leadership team ensures that parents are actively involved in school life.

## Student Participation

LK	S
1. I ensure that our students are informed about the organizational structure of the school and their participation rights.	Mrs. / Mr. / My school leadership team ensures that our students are informed about the organizational structure of the school and their participation rights.
2. I ensure that students, according to their age and capabilities, actively participate in committees and conferences.	Mrs. / Mr. / My school leadership team ensures that students, according to their age and capabilities, actively participate in committees and conferences.
3. I ensure that students, according to their age and capabilities, actively participate in school development.	Mrs. / Mr. / My school leadership team ensures that students, according to their age and capabilities, actively participate in school development.
4. I ensure that students have their own areas of responsibility to help shape school life.	Mrs. / Mr. / My school leadership team ensures that students have their own areas of responsibility to help shape school life.

## Collaboration with Subject Teachers

LK	S
1. I ensure that subject teachers at our school coordinate on teaching content.	Mrs. / Mr. / My school leadership team ensures that subject teachers at our school coordinate on teaching content.
2. I ensure that subject teachers at our school coordinate on teaching methods.	Mrs. / Mr. / My school leadership team ensures that subject teachers at our school coordinate on teaching methods.
3. I ensure that subject teachers at our school coordinate on the content of tests and exams.	Mrs. / Mr. / My school leadership team ensures that subject teachers at our school coordinate on the content of tests and exams.
4. I ensure that subject teachers at our school coordinate on the requirements for tests and exams.	Mrs. / Mr. / My school leadership team ensures that subject teachers at our school coordinate on the requirements for class assignments.
5. I ensure that subject teachers at our school coordinate on the assessment of tests and exams.	Mrs. / Mr. / My school leadership team ensures that subject teachers at our school coordinate on the assessment of class assignments.

## Cooperation When Taking Over a Class

LK	S
1. I ensure that teachers coordinate on the content covered when taking over a class.	Mrs. / Mr. / My school leadership team ensures that teachers coordinate on the content covered when taking over a class.
2. I ensure that teachers coordinate on the performance level of the students when taking over a class.	Mrs. / Mr. / My school leadership team ensures that teachers coordinate on the performance level of the students when taking over a class.
3. I ensure that teachers coordinate on the individual support of the students when taking over a class.	Mrs. / Mr. / My school leadership team ensures that teachers coordinate on the individual support of the students when taking over a class.

## Conference Work

LK	S
1. I ensure that conference dates are scheduled well in advance.	Mrs. / Mr. / My school leadership team ensures that conference dates are scheduled well in advance.
2. I ensure that conferences are well-prepared.	Mrs. / Mr. / My school leadership team ensures that conferences are well-prepared.
3. I ensure that most attendees can participate in discussions during conferences.	Mrs. / Mr. / My school leadership team ensures that most attendees can participate in discussions during conferences.
4. I ensure that conferences typically result in binding agreements.	Mrs. / Mr. / My school leadership team ensures that conferences typically result in binding agreements.
5. I ensure that everyone has the opportunity to influence the topics to be discussed.	Mrs. / Mr. / My school leadership team ensures that everyone has the opportunity to influence the topics to be discussed.
6. I ensure that conferences are conducted in a fair manner.	Mrs. / Mr. / My school leadership team ensures that conferences are conducted in a fair manner.
7. I ensure that minutes and invitations are accessible to everyone.	Mrs. / Mr. / My school leadership team ensures that minutes and invitations are accessible to everyone.

## Information Processes

LK	S
1. I have an overview of what is happening at the school.	Mrs. / Mr. / My school leadership team has an overview of what is happening at the school.
2. I ensure a good flow of information within the school.	Mrs. / Mr. / My school leadership team ensures ensures a good flow of information within the school.
3. I ensure that relevant information reaches all affected parties in a timely manner.	Mrs. / Mr. / My school leadership team ensures ensures that relevant information reaches all affected parties in a timely manner.
4. I provide sufficient information about important decisions and updates.	Mrs. / Mr. / My school leadership team provides sufficient information about important decisions and updates.
5. I am well-informed about relevant legal regulations (e.g., school laws, procedural rules, etc.).	Mrs. / Mr. / My school leadership team is well-informed about relevant legal regulations (e.g., school laws, procedural rules, etc.).
6. I represent the school well to the public.	Mrs. / Mr. / My school leadership team represents the school well to the public.



## Support Processes

LK	S
1. I ensure that sufficient learning materials are available.	Mrs. / Mr. / My school leadership ensures that sufficient learning materials are available.
2. I ensure that the supply and maintenance of electronic media are satisfactory.	Mrs. / Mr. / My school leadership team ensures that the supply and maintenance of electronic media are satisfactory.
3. I ensure that the special competencies of colleagues are utilized within the school.	Mrs. / Mr. / My school leadership team ensures that the special competencies of colleagues are utilized within the school.
4. I ensure that external consulting services are used to support school development.	Mrs. / Mr. / My school leadership team ensures that external consulting services are used to support school development.
5. I ensure that in-house training opportunities are available for teachers.	Mrs. / Mr. / My school leadership team ensures that in-house training opportunities are available for teachers.
6. I ensure that sufficient resources are available for school development measures.	Mrs. / Mr. / My school leadership team ensures that sufficient resources are available for school development measures.
7. I ensure that workspaces with adequate equipment are available for team work.	Mrs. / Mr. / My school leadership team ensures that workspaces with adequate equipment are available for team work.

## Administrative Processes

LK	S
1. I ensure efficient administration of the school.	Mrs. / Mr. / My school leadership team ensures efficient administration of the school.
2. I ensure that administrative actions are well documented and traceable.	Mrs. / Mr. / My school leadership team ensures that administrative actions are well documented and traceable.
3. I ensure transparent use of the school budget.	Mrs. / Mr. / My school leadership team ensures transparent use of the school budget.
4. I ensure that school resources are used effectively.	Mrs. / Mr. / My school leadership team ensures that school resources are used effectively.
5. I ensure that additional resources are acquired strategically.	Mrs. / Mr. / My school leadership team ensures that additional resources are acquired strategically.

## Instructional Leadership

LK	S
1. I regularly participate in discussions about instructional design	Mrs. / Mr. / My school leadership team regularly participates in discussions about instructional design.
2. I support us teachers in exploring new approaches in teaching.	Mrs. / Mr. / My school leadership team supports us teachers in exploring new approaches in teaching.
3. I am approachable and competent regarding questions about instruction.	Mrs. / Mr. / My school leadership team is approachable and competent regarding questions about instruction.
4. I am informed about the instruction in individual classes.	Mrs. / Mr. / My school leadership team is informed about the instruction in individual classes.
5. I advocate for a clear pedagogical concept.	Mrs. / Mr. / My school leadership team advocates for a clear pedagogical concept.
6. I serve as a role model for other teachers through their own teaching activities.	Mrs. / Mr. / My school leadership team serves as a role model for other teachers through their own teaching activities.
7. I provide organizational support for collaboration among colleagues.	Mrs. / Mr. / My school leadership team provides organizational support for collaboration among colleagues.

## Reviewing Teaching Quality

LK	S
1. I check whether the teaching aligns with the framework curricula and educational standards.	Mrs. / Mr. / My school leadership team checks whether the teaching aligns with the framework curricula and educational standards.
2. I check whether the teaching aligns with the school's goals.	Mrs. / Mr. / My school leadership team checks whether the teaching aligns with the school's goals.
3. I conduct classroom observations.	Mrs. / Mr. / My school leadership team conducts classroom observations.
4. After classroom observations, I point out strengths in teaching methods.	Mrs. / Mr. / My school leadership team points out strengths in teaching methods.
5. After classroom observations, I point out weaknesses in teaching methods.	Mrs. / Mr. / My school leadership team points out weaknesses in teaching methods.
6. After classroom observations, I collaborate with teachers to develop ideas for improving teaching.	Mrs. / Mr. / My school leadership team collaborates with teachers to develop ideas for improving teaching.
7. I evaluating teaching, I also consider the results of student work.	Mrs. / Mr. / My school leadership team also considers the results of student work.

## Leadership Expectations

LK	S
1. I have high expectations of the staff.	Mrs. / Mr. / My school leadership team has high expectations of the staff.
2. I have high expectations of the students.	Mrs. / Mr. / My school leadership team has high expectations of the students.
3. I expect the staff to continuously improve their teaching methods.	Mrs. / Mr. / My school leadership team expects the staff to continuously improve their teaching methods.

## Observation of School Activities

LK	S
1. I am present at the school.	Mrs. / Mr. / My school leadership team is present at the school.
2. I am easily accessible to students and teachers.	Mrs. / Mr. / My school leadership team is easily accessible to students and teachers.
3. I regularly inquire about the progress of the students.	Mrs. / Mr. / My school leadership team regularly inquires about the progress of the students.

## Clarification of School Goals

LK	S
1. I, together with the staff, establish a limited number of annual goals for the school as a whole.	Mrs. / Mr. / My school leadership team, together with the staff, establishes a limited number of annual goals for the school as a whole.
2. I illustrate the school's goals in terms of specific responsibilities for the staff.	Mrs. / Mr. / My school leadership team illustrates the school's goals in terms of specific responsibilities for the staff.
3. I use data on students' performance development to set school goals.	Mrs. / Mr. / My school leadership team uses data on students' performance development to set school goals.
4. I develop goals that are understandable and achievable for the staff.	Mrs. / Mr. / My school leadership team develops goals that are understandable and achievable for the staff.

## Communication of School Goals

LK	S
1. I clearly communicate the school's goals to the members of the school community.	Mrs. / Mr. / My school leadership team clearly communicates the school's goals to the members of the school community.
2. I discuss the school's goals with us teachers during meetings.	Mrs. / Mr. / My school leadership team discusses the school's goals with us teachers during meetings.
3. I ensure that the school's goals are visible to everyone (e.g., through notices, posters, newsletters).	Mrs. / Mr. / My school leadership team ensures that the school's goals are visible to everyone (e.g., through notices, posters, newsletters).
4. I refer to the school's goals during events with students.	Mrs. / Mr. / My school leadership team refers to the school's goals during events with students.



## Recognition of Achievements

LK	S
1. I recognize the achievements of teachers in informal settings.	Mrs. / Mr. / My school leadership team recognizes the achievements of teachers in informal settings.
2. I acknowledge special achievements of teachers publicly within the staff.	Mrs. / Mr. / My school leadership team acknowledges special achievements of teachers publicly within the staff.
3. I affirm special achievements of teachers, e.g., in meetings, conferences, newsletters, or notices.	Mrs. / Mr. / My school leadership team affirms special achievements of teachers, e.g., in meetings, conferences, newsletters, or notices.
4. I publicly praise teachers for taking on responsibilities.	Mrs. / Mr. / My school leadership team publicly praises teachers for taking on responsibilities.

## Creating Incentives for Learning Success

LK	S
1. I acknowledge outstanding achievements of students in an official setting, such as awarding a prize, mentioning them in newsletters, notices, etc.	Mrs. / Mr. / My school leadership team acknowledges outstanding achievements of students in an official setting, such as awarding a prize, mentioning them in newsletters, notices, etc.
2. I use assemblies to recognize students for exceptional performance or outstanding behavior.	Mrs. / Mr. / My school leadership team uses assemblies to recognize students for exceptional performance or outstanding behavior.
3. I ensure that parents are informed about exemplary school contributions or improvements in their children's performance.	Mrs. / Mr. / My school leadership team ensures that parents are informed about exemplary school contributions or improvements in their children's performance.
4. I encourage teachers to acknowledge exemplary student achievements in their classes.	Mrs. / Mr. / My school leadership team encourages teachers to acknowledge exemplary student achievements in their classes.

## Encouragement of Professional Development

LK	S
1. I provide ideas for the professional development of the staff.	Mrs. / Mr. / My school leadership team provides ideas for our professional development.
2. I encourage the staff to reflect interactions with students.	Mrs. / Mr. / My school leadership team encourages us to reflect on interactions with students.
3. I reinforce the staff in pursuing professional goals.	Mrs. / Mr. / My school leadership team reinforces us in pursuing professional goals.
4. I encourage the staff to develop professional goals that align with the school's objectives.	Mrs. / Mr. / My school leadership team encourages teachers to develop professional goals that align with the school's objectives.
5. I motivate the staff to evaluate and, if necessary, adapt their teaching practices.	Mrs. / Mr. / My school leadership team motivates us to evaluate and, if necessary, adapt their teaching practices.
6. I support the staff in experimenting with new teaching and learning methods.	Mrs. / Mr. / My school leadership team supports us in experimenting with new teaching and learning methods.
7. I create opportunities to learn from each other.	Mrs. / Mr. / My school leadership team creates opportunities to learn from each other.

## Support Internal Knowledge Exchange

LK	S
1. I ensure that questions regarding school development are thoroughly discussed within the staff.	Mrs. / Mr. / My school leadership team ensures that questions regarding school development are thoroughly discussed within the staff.
2. I place a high value on exchanging experiences within the staff.	Mrs. / Mr. / My school leadership team places a high value on exchanging experiences within the staff.
3. I emphasize that everyone is well-informed about current educational policy issues.	Mrs. / Mr. / My school leadership team emphasizes that everyone is well-informed about current educational policy issues.
4. I am committed to colleagues presenting experiences and new ideas from training events within the staff.	Mrs. / Mr. / My school leadership team is committed to colleagues presenting experiences and new ideas from training events within the staff.
5. I value discussing pedagogical and didactic questions within the school.	Mrs. / Mr. / My school leadership team values discussing pedagogical and didactic questions within the school.

## Support of Collegial Teaching Development

LK	S
1. I am committed to encouraging teachers to share their ideas about teaching.	Mrs. / Mr. / My school leadership team is committed to encouraging teachers to share their ideas about teaching.
2. I ensure that teachers discuss what they have learned in training sessions.	Mrs. / Mr. / My school leadership team ensures that teachers discuss what they have learned in training sessions.
3. I value teachers sharing insights about student learning outcomes.	Mrs. / Mr. / My school leadership team values teachers sharing insights about student learning outcomes.
4. I promote discussions among teachers about successful and unsuccessful lessons.	Mrs. / Mr. / My school leadership team promotes discussions among teachers about successful and unsuccessful lessons.
5. I ensure that there are shared goals in teaching work.	Mrs. / Mr. / My school leadership team ensures that there are shared goals in teaching work.

## Support of Professional Development

LK	S
1. I value the professional development of the staff.	Mrs. / Mr. / My school leadership team values the importance of professional development of the staff.
2. I ensure that in-house training events align with the school's goals.	Mrs. / Mr. / My school leadership team ensures that in-house training events align with the school's goals.
3. I ensure that new knowledge and skills from training events are applied in the classroom.	Mrs. / Mr. / My school leadership team ensures that new knowledge and skills from training events are applied in the classroom.
4. I ensure the participation of the entire staff in important in-house training events.	Mrs. / Mr. / My school leadership team ensures the participation of the entire staff in important in-house training events.
5. I actively participate in in-house training events.	Mrs. / Mr. / My school leadership team actively participates in in-house training events.
6. I ensure that colleagues share their experiences from in-house training events.	Mrs. / Mr. / My school leadership team ensures that colleagues share their experiences from in-house training events.

## Integration of New Colleagues

LK	S
1. I value the experience and competencies of new colleagues.	Mrs. / Mr. / My school leadership team values the experience and competencies of new colleagues.
2. I ensure that new colleagues receive intensive support.	Mrs. / Mr. / My school leadership team ensures that new colleagues receive intensive support.
3. I have a clear plan for welcoming new colleagues (e.g., welcome letter, providing basic information, designated contact persons).	Mrs. / Mr. / My school leadership team has a clear plan for welcoming new colleagues (e.g., welcome letter, providing basic information, designated contact persons).
4. I ensure that new colleagues are quickly and thoroughly introduced to their roles and responsibilities.	Mrs. / Mr. / My school leadership team ensures that new colleagues are quickly and thoroughly introduced to their roles and responsibilities.