



Réf. : 2015-09-D-40-en-7

Original : EN

Evaluation of teachers in the European School system

Approved by the Board of Governors on 13, 14 and 15 April 2021 - Online

This document repeals and replaces document 2015-09-D-40-en-3 approved by the Board of Governors at its meeting of 1-3 December 2015, in Brussels¹

Entry into force: at the beginning of the 2021-2022 school year.

Chapter I of this document amends, cancels and replaces document **2015-09-D-40-en-3** 'Evaluation of teachers in the European School system' approved by the Board of Governors in **December 2015**. **Adaptations are designed to also include the specific rules of assessment of locally recruited teachers and to be in line with the "Service Regulations for the Locally Recruited Teachers in the European Schools" (ref: 2016-05-D-11)**. Amendments are also designed to follow the recommendations made by the Task Force 'Preparation of the 2020/21 school year', ref. 2020-07-D-9-en-2.

Chapter II of the document amends cancels and replaces the official Report for the evaluation of teachers. The Report has also been amended in order to comply with the aforementioned 'Teaching Standards'. **Amended in February 2020 - Entry into force on September 2020.**

¹ In order to simplify the procedures and administrative steps involved in the evaluation reports of teachers, both seconded and locally recruited, it was decided, at the request of the Schools, to simplify the model evaluation report (ref. Doc: 2020-01-D-84-en/en/de-1). It should be noted that no substantive changes have been made to it compared with the previous version. Entry into force: September 2020

I. Guidelines for the professional evaluation of teachers in the European School system

1. General principles of assessment

1.1. The reported assessments form the basis of the decision regarding the extension of a teacher's secondment.

With respect to locally recruited teachers they form the basis

- **for the extension of a contract at the end of the probationary period,**
- **for concluding a contract for an indefinite period and/or**
- **for the statutory evaluation every fourth year.**

They should monitor and appraise the continuing competence of teachers and to ensure that pupils receive the quality of education envisaged by the Board of Governors, by providing feedback to teachers on the performance of their pedagogic tasks.

1.2. The assessments mark the completion of the introduction of the teacher into the European School system, inform decisions regarding the extension or otherwise of the teacher's contract, and may facilitate the reintegration of the teacher into the national education system.

1.3. The assessments must be impartial, be in accordance with Articles 28 and 30 of the Regulations for **Members of the Seconded Staff, with Articles 12, 14 and 22 of the Service Regulations for the Locally Recruited Teachers** and deal with those aspects of performance set out in part '6' below. The basis of any assessments must be clearly indicated.

1.4. The teacher will be involved in the process through **face-to-face or online** discussions with the head and the inspector, and through an opportunity to comment on the reports. Such comments will be taken into consideration by the Secretary-General (for probationary **seconded** teachers) or the National Inspector (for all other **seconded** teachers).

Moreover, such comments will be taken into consideration in the context of the evaluation of locally recruited teachers by the Director (for the evaluation at the end of the probationary period of a contract for a definite period) or the Director and a National Inspector (for the evaluation before concluding a contract of an indefinite period and the evaluation in the context of the statutory evaluation every fourth year).

1.5. The *in-situ* evaluation of teachers is fundamental and must predominate. The online evaluation can be done only in exceptional circumstances or if the *in-situ* evaluation is restricted by specific recommendations (made by national authorities or ES).

2. Responsibility for assessment

Within each School, responsibility for making a preliminary formal assessment rests with the Director. The national inspector makes the final assessment **in case of a seconded teacher**. In the event of disagreement, the inspector's evaluation shall preponderate.

The evaluation of locally recruited teachers at the end of the probationary period is carried out by the Director.

However, in case of a contract of an indefinite period, the evaluation is carried out by the Director and a National Inspector.

Evaluations in the context of concluding of a contract for an indefinite period and evaluations in the context of statutory evaluations every fourth year are carried out by the Director and a National Inspector.

In the event of disagreement between the Director and the National Inspector, the Director's judgement shall preponderate.

The Director may delegate the evaluation of locally recruited teachers to members of the pedagogical executive staff as defined in Article 6 (a) of the Regulations for Members of the Seconded Staff of the European Schools.

Both assessments are made on the basis of **(in situ or online)** class inspections, contribution to school life and discussion with the teacher on pedagogical issues. Formal **(in situ or online)** class visits which contribute to the establishment of an assessment usually require reasonable notice. Specific documentary requirements should be indicated in advance **via appropriate means**.

2.2. In the preparation of an assessment, the **Director or the** National Inspector may call upon the advice of an inspector with the necessary specialist qualifications.

3. Purpose and timing of an assessment

3.1. In accordance with Articles 28 and 30 of the Regulations for **Members of the Seconded Staff of the European Schools**, teachers are to be assessed:

3.1.1. before the end of the two-year probationary period;

3.1.2. before the end of any further period(s) of extension;

3.2. If necessary, there may also be an assessment:

- a) before re-integration into the national system;
- b) at the request of the Secretary-General;
- c) at the reasonable request of the individual teacher;
- d) at the request of the National Authority.

3.3. In accordance with Articles 12, 14 and 22 of the Service Regulations for Locally Recruited Teachers in the European Schools, teachers to assessed:

3.3.1. in accordance with Article 14 shall be carried out at the end of the probationary period. This probationary period ends at the end of the schooling period of the first year of contract.

3.3.2. in accordance with Article 12.2 before concluding a contract for an indefinite period.

1.3.3. in accordance with Article 22, each locally recruited teacher with a contract for an indefinite period shall be the subject of an evaluation at minimum every four years.

4. Criteria and form of assessment

4.1. The assessment should be made in the form of a report as prescribed in Article 30 of the regulations for **members of the seconded staff of the ES and in Article 22 of the service regulations for locally recruited teachers in the ES** (see annex).

4.2. The assessment should indicate the period of time covered, the evidence on which the assessment is based **and the modality of class visits (in situ or online)**.

4.3. The assessment must refer at least to the planning, execution and evaluation of teachers' lessons together with consideration of professional and educational matters.

5. Finalisation of the report

5.1. Prior to the finalisation of the report, there should be an opportunity for a dialogue between the teacher and the Director/Inspector.

5.2. The teacher must have the opportunity to read and comment on the report as a whole which must be signed by the teacher before it is submitted:

- to the Secretary-General (for probationary **seconded** teachers) or to the National Inspector (for all other **seconded** teachers) for a final decision.

- **to the Director (for the evaluation at the end of the probationary period of a contract for a definite period) or to the Director and a National Inspector (for the evaluation before concluding a contract of an indefinite period and the evaluation in the context of the statutory evaluation every fourth year) for final decision.**

The teacher must receive a copy of the finalised report.

5.3. The report and any recommendations are strictly confidential. They must be deposited in the teacher's personal file following the rules of the Staff Regulations and their communication to the teacher will be evidenced by his signing it or, failing that, by the sending of the report by registered letter.

6. Areas of assessment

A teacher can be assessed in relation to the following three areas:

6.1. Teaching and learning

6.2. Wider professional responsibilities

6.3. Professional conduct and qualities

7. Implementation

This document comes into effect at the beginning of the **2021-2022** school year.



ALICANTE
BERGEN N.H.
BRUXELLES/BRUSSELS I
BRUXELLES/BRUSSELS II
BRUXELLES/BRUSSELS III
BRUXELLES/BRUSSELS IV
FRANFURT-AM-MAIN
KARLSRUHE
LUXEMBOURG I
LUXEMBOURG II
MOL
MÜNCHEN
VARESE

**Europäische Schule
European School
Ecole Européenne**

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**Schuljahr
School Year
Année Scolaire**

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BEURTEILUNGSBERICHT EVALUATION REPORT RAPPORT D'ÉVALUATION

ausgestellt / drawn up / rédigé

- zum Abschluss der Probezeit
at the end of the probationary period
à la fin de la période probatoire
- zum Abschluss des fünften Jahres der Abordnung
at the end of the 5th year of secondment
à la fin de la 5^e année de détachement
- zum Ende der Abordnung
at the end of the secondment
à la fin de détachement

in Übereinstimmung mit Artikel 28 bis 30 des Statuts des Abgeordneten Personals

in accordance with the Articles 28 – 30 of the Regulations for Members of the Seconded Staff

conformément aux articles 28 - 30 du Statut du Personnel détaché des Ecoles européennes

A.

Persönliche Daten – Personal Data - Informations personnelles

Name und Vorname
Surname and First Name
Nom et prénoms

Geburtsdatum • Date of birth • Date de naissance

Nationalität • Nationality • Nationalité

Abgeordnet durch (Land- und Verwaltungsbehörde)
Appointed by (Country and Administration)
Détaché(e) par (Pays et Administration)

Zeitpunkt der Abordnung an die Europäischen Schulen
Date of appointment to the European Schools
Date de détachement auprès des Ecoles européenne

Zeitpunkt der Abordnung an die Schule von
Date of appointment to the Schools of
Date de détachement à l'Ecole européenne de

Sprachkenntnisse
Knowledge of Languages
Connaissance des langues

Diplome und Bescheinigungen
Diplomas and certificates
Diplômes et autres titres

Unterrichtsbefähigt für (Fächer)
Qualified to teach (subjects)
Qualifié(e) pour enseigner (matières)

Sonstige Aufgabenstellungen und Funktionen
Other duties and functions
Autres tâches et fonctions

B.

Bericht des Direktors/der Direktorin (Beurteilungskriterien siehe letzte Seite)

Director's Report (areas of assessment see last page)

Rapport du (de la) Directeur/trice (domaines d'évaluation voir dernière page)

Vorschlag des Direktors/der Direktorin hinsichtlich der Abordnungsverlängerung:

Director's proposal concerning the prolongation of secondment:

Proposition du (de la) Directeur/trice relative au prolongement du détachement:

Datum/Date

Name/Nom

Direktor/in • Director • Directeur/trice

Unterschrift

Signature

C.

Beurteilung des Inspektors/der Inspektorin (Beurteilungskriterien siehe letzte Seite)

Inspector's Assessment (areas of assessment see last page)

Rapport de l'inspecteur/rice (domaines d'évaluation voir dernière page)

Vorschlag des Inspektors/der Inspektorin hinsichtlich der Abordnungsverlängerung:

Inspector's proposal concerning the prolongation of secondment:

Proposition du (de la) Inspecteur/trice relative au prolongement du détachement:

Datum/Date

Name/Nom

Inspektor/in • Inspector • Inspecteur/trice

Unterschrift

Signature

D.

Bemerkungen der Lehrkraft / Teacher's Comment / Commentaires de l'enseignant(e)

Hiermit bestätige ich die Einsichtnahme in die Berichte des Direktors und des Inspektors.

I hereby acknowledge having read the reports of the Director and the Inspector

Je reconnais avoir pris connaissance des rapports du (de la) Directeur/trice et de l'Inspecteur.

Datum/Date

Lehrkraft / Teacher / Enseignant(e)

Name/Nom :

Unterschrift

Signature

E.

Beschlussfassung / Decision / Décision

Zum Abschluss der Probezeit und basierend auf dem Vorschlag des Inspektors, benachrichtigt der Generalsekretär die betreffende Lehrkraft über die Entscheidung:

At the end of the probationary period and based on the proposal of the Inspector, the Secretary-General notifies the person concerned of the decision to:

A la fin de la période probatoire et sur la base de la proposition de l'Inspecteur/trice, le Secrétaire général notifie la personne concernée de la décision de:

seine / ihre Abordnung für einen Zeitraum von 3 Jahren zu verlängern.

prolong her/his contract for a period of 3 years.

prolonger son détachement pour une période de 3 ans.

seine / ihre Abordnung zu beenden. • end her/his secondment. • mettre fin à son détachement

Datum/Date

Der Generalsekretär der Europäischen Schulen
The Secretary General of the European Schools
Secrétaire général des Ecoles européennes

Unterschrift

Signature

Zum Abschluss des fünften Jahres der Abordnung benachrichtigt der unterzeichnende Inspektor/die unterzeichnende Inspektorin die betreffende Lehrkraft über die Entscheidung:

At the end of the 5th year of secondment the Inspector notifies the person concerned of the decision to:

A la fin de la 5e année de détachement l'Inspecteur/trice notifie la personne concernée de la décision de:

seine / ihre Abordnung für einen Zeitraum von 4 Jahren zu verlängern.

prolong her/his contract for a period of 4 years.

prolonger son détachement pour une période de 4 ans.

seine / ihre Abordnung zu beenden. • end her/his secondment. • mettre fin à son détachement

Datum/Date

Inspektor/in • Inspector • Inspecteur/trice

Name/Nom

Unterschrift

Signature

Dieser Beschluss wird dem Direktor und anschließend der zuständigen nationalen Behörde zugestellt.
This decision will be communicated to the Director and hence to the relevant national Authority.
Cette décision sera communiquée au (à la) Directeur/trice et ensuite à l'Administration nationale compétente.

Auszug aus dem überarbeiteten Dokument des Obersten Rates 'Evaluation der Lehrkräfte an den Europäischen Schulen' 2015-09-D-40:

Extract from the revised by the Board of Governors document "Evaluation of teachers in the European Schools system" 2015-09-D-40:

Extrait du document révisé par le Conseil supérieur « Évaluation des enseignants dans les Écoles européennes » 2015-09-D-40 :

6. Bereiche der Beurteilung / Areas of assessment / Domaines d'évaluation

Eine Lehrkraft kann hinsichtlich der folgenden drei Bereiche beurteilt werden:

- 6.1. Lehren und Lernen
- 6.2. Wahrnehmung von beruflicher Verantwortung im weiteren Sinn
- 6.3. Professionelles Auftreten und berufliche Qualitäten

A teacher can be assessed in relation to the following three areas:

- 6.1. Teaching and learning
- 6.2. Wider professional responsibilities
- 6.3. Professional conduct and qualities

L'enseignant peut être évalué par rapport aux trois domaines suivants :

- 6.1. Enseignement et apprentissage
- 6.2. Responsabilités professionnelles élargies
- 6.3 Conduite et qualités professionnelles



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**Europäische Schule
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**Schuljahr
School Year
Année Scolaire**

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BEURTEILUNGSBERICHT FÜR ORTSLEHRKRÄFTE EVALUATION REPORT FOR LOCALLY RECRUITED TEACHERS RAPPORT D'ÉVALUATION POUR CHARGÉS DE COURS

Anlass der Beurteilung
Purpose of the evaluation
But de l'évaluation

- Ende der Probezeit in Übereinstimmung mit Artikel 14.1 der Dienstvorschriften für Ortslehrkräfte (OLK)
End of the probationary period according to Article 14.1 of the Regulations of the LRT
Fin de la période probatoire conformément à l'article 14.1 du Statut des CdC
- Vorgesehener unbefristeter Vertrag in Übereinstimmung mit Artikel 12.2 der Dienstvorschriften für OLK
Envisaged contract for an indefinite period in accordance with Article 12.2 of the Service Regulations for LRT
Un contrat envisagé pour une durée indéterminée conformément à l'article 12.2 du Statut des CdC
- Regelbeurteilung in Übereinstimmung mit Artikel 22.3 der Dienstvorschriften für OLK
Regular evaluation in accordance with Article 22.3 of the Service Regulations for LRT
Une évaluation régulière conformément à l'article 22.3 du Statut des CdC

A.

Persönliche Daten – Personal Data - Informations personnelles

Name und Vorname
Surname and First Name
Nom et prénoms

Geburtsdatum • Date of birth • Date de naissance

Nationalität • Nationality • Nationalité

Vorherige Anstellung an einer anderen Europäischen Schule als LRT/oder vorherige Abordnung – Schule und Vertragslaufzeit:
Previous employment at another European School as LRT/ or earlier secondment – School and contract/secondment start and end date:
Emploi précédent à une autre École européenne en tant que chargé de cours/ ou détachement antérieur – École et période de contrat/détachement :

Zeitpunkt der Einstellung an der Schule von (Schule angeben) (außer ad-interim Verträge):
Date of employment at the School of (indicate school) (excluding ad-interim contracts):
Date de début de contrat à l'École européenne de (indiquer l'école) (hors contrats ad-interim) :

Sprachkenntnisse
Knowledge of Languages
Connaissance des langues

Diplome und Bescheinigungen
Diplomas and certificates
Diplômes et autres titres

Unterrichtsbefähigt für (Fächer)
Qualified to teach (subjects)
Qualifié(e) pour enseigner (matières)

Sonstige Aufgabenstellungen und Funktionen
Other duties and functions
Autres tâches et fonctions

B.

Bericht des Direktors/der Direktorin (Beurteilungskriterien siehe letzte Seite)

Director's Report (areas of assessment see last page)

Rapport du (de la) Directeur/trice (domaines d'évaluation voir dernière page)

Meinung des Direktors/der Direktorin:

Director's opinion:

Avis du (de la) Directeur/trice:

Datum/Date

Direktor • Director • Directeur

Name/Nom

Unterschrift

Signature

C.

Beurteilung des Inspektors/der Inspektorin (Beurteilungskriterien siehe letzte Seite)

(Nicht erforderlich für die Beurteilung am Ende der Probezeit)

Inspector's Assessment (areas of assessment see last page)

(Not required with respect to the evaluation at the end of the probationary period)

Rapport de l'inspecteur/rice (domaines d'évaluation voir dernière page)

(Non requis pour l'évaluation à la fin de la période probatoire)

Meinung des Inspektors/der Inspektorin:

Inspector's opinion:

Avis du (de la) Inspecteur/trice :

- Die Lehrkraft erfüllte vollständig die Unterrichtsstandards.
The teacher fully met the teaching standards.
Le/la enseignant/e a pleinement satisfait aux normes d'enseignement.
- Die Lehrkraft erfüllte die Unterrichtsstandards.
The teacher met the teaching standards.
Le/la enseignant/e a satisfait aux normes d'enseignement
- Die Lehrkraft erfüllte teilweise die Unterrichtsstandards.
The teacher partly met the teaching standards.
Le/la enseignant/e a partiellement satisfait aux normes d'enseignement
- Die Lehrkraft erfüllte nicht die Unterrichtsstandards.
The teacher did not meet the teaching standards.
Le/la enseignant/e n'a pas satisfait aux normes d'enseignement.

Datum/Date

Inspektor/in • Inspector • Inspecteur/trice

Name/Nom

Unterschrift

Signature

D.**Bemerkungen der Lehrkraft / Teacher's Comment / Commentaires de l'enseignant(e)**

Hiermit bestätige ich die Einsichtnahme in die Berichte des Direktors und des Inspektors.

I hereby acknowledge having read the reports of the Director and the Inspector

Je reconnais avoir pris connaissance des rapports du (de la) Directeur/trice et de l'Inspecteur.

Datum/Date		Lehrkraft / Teacher / Enseignant(e)
	Name/Nom :	
	Unterschrift	
	Signature	

E.**Beschlussfassung / Decision / Décision**

- Der Vertrag wird verlängert.
The contract will be extended.
Le contrat sera prolongé.
- Der Vertrag wird unbefristet verlängert.
The contract will be extended for an indefinite period.
Le contrat sera prolongé pour une durée indéterminée.
- Die Lehrkraft rückt in die nächste Gehaltsstufe.
The teacher will advance to the next salary step.
Le/la enseignant/e passera à l'échelon de salaire suivant.
- Der Vertrag wird beendet.
The contract will be terminated.
Le contrat sera terminé.

Datum/Date		Direktor(in) der Europäischen Schule Director of the European School Directeur/Directrice de l'école européenne
	Unterschrift	
	Signature	

Auszug aus dem überarbeiteten Dokument des Obersten Rates 'Evaluation der Lehrkräfte an den Europäischen Schulen' 2015-09-D-40:

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- 6.3 Conduite et qualités professionnelles