

Ground Rules for Peer Review

- Be aware of the feelings of others, be supportive but be neutral. Don't 'jump in' with your views and experiences.
- Plan the time for the review equitably and agree to stick to the plan.
- Do not intervene unnecessarily whilst the reviewee is talking about their work – seek clarification and ask for examples to aid your understanding.
- Reflect back to the reviewee to ensure you have got the right message.
- Respect confidentiality.
- Be sensitive to reviewees who may have judged themselves too harshly or too generously.
- Listen well.
- Use affirmative body language.

Agenda for Peer Review

- Check on each other's name and background.
- Agree how to divide the time. Ensure you check the time regularly.
- Agree the process, e.g. you may like to lead on one section and then swap around, or do both sections together.
- Move towards thinking which are the key areas for improvement and development during the review.
- Provide feedback.

Guidance for Peer Review

Three common issues in peer review:

- As the reviewer, you may need to be able to move the discussion on and keep the discussion focused. This type of activity needs to be kept on task so that it becomes a useful evaluation and review, not a forum to express concerns about the job of a subject leader.
- Sometimes the judgement may not be supported by the evidence. Both of you will need to work together to find out which is inaccurate.
- Listening to others talk about their issues is not easy; you may be over-eager to contribute. Peer review works best when you both sustain enthusiasm and interest.

Prompt for de-brief of Peer Review

- In what way did you feel that this was a useful activity to help you identify your strengths and areas to develop?
- How valuable was the opportunity to talk about your impact as a subject leader?
- How helpful was it to hear about the situation in another department?
- In what ways do you feel more ready to act on areas that need to be improved as a result of the review?
- How were you able to identify key areas for improvement?
- Did you feel 'comfortable' in the discussion?
- Would you judge yourself a better speaker or a better listener as a result of this experience?