**ESRC HK/UK-13-INTERVIEW PROTOCOL**

**Introduction**

1. *Introductions and brief explanation of the project focus, aims and expected outcomes.*
2. *Also explain that we are focusing explicitly on externally initiated Government policies relating specifically to education that have been implemented over the last 15 years*
3. *Show them their ‘Line of Success’ as a referencing tool to facilitate discussion*
4. *Have the list of initially discussed policies at hand to prompt the interviewee if necessary (i.e. if they are not sure about what policies to talk about or need steering toward educational policy)*

**Initial questions**

***For all stakeholders***

* How long have you been in post? What has changed in the school during that time?
* How would you describe the current educational policy landscape?
* Do you keep abreast of current policy developments/changes? How?
* How optimistic are you about the following:
	+ School
	+ Pupils
	+ Own career
	+ The profession
* What makes you feel this way? Can you give some examples?
* How would you describe a) yourself and b) the wider staff in relation to the following:
	+ Ambition
	+ Loyalty (to the school)
	+ Pride (in the school)
	+ TRUST
	+ *Prompt: Ask for specific examples for each of the above*

**Interpretation and Initiation**

***For headteachers only***

*Prompt – for the following questions we can ask the interviewee for examples of specific policies*

* Since becoming Headteacher, what have been your priorities with regard to external policies?
* Since becoming Headteacher, how have externally initiated policies influenced your values and vision for the school?
	+ Have they caused them to change in any way?
* When thinking about non-mandatory policies, what factors influenced your decision to introduce these into the school?
* When the government introduces a new policy, what do you do to deal with it?PROMPT:CPD
* Can you describe the process by which policies are initiated, implemented and enacted in the school?
	+ *Prompt: this will inform the diagram so we might sketch an outline here and ask them to help us visualise the process*
* Reflecting back, would you say the way in which you have responded to policy initiatives and reform has changed? How?
* What is the turnover rate of the staff in your school? Age of staff? Absence rates?
	+ *Prompt: Stability of school*
	+ *Prompt: Staff receptivity to change*
	+ *Prompt: We may want to request specific data on this*

***For headteachers and senior leaders***

*Prompt – for the following questions we can ask the interviewee for examples of specific policies and whether they fit with interviewee’s core beliefs about teaching and learning (and education)*

* Is there a clash between what policies require and what you want to do?
* Do you believe in the policies you are asked to implement?
* Does what you believe influence the ways you implement the policies?
* Could you give an example of this please?
* How much have the policies influenced the strategic direction of the school?
* How much have the policies influenced the culture of the school?
* Please give an example
* How do you align and integrate polices into the life of the school?
* How do you facilitate these policies to improve the educational experience of the pupils in this school
* How do you maintain focus on the teaching and learning agenda whilst accounting for policy changes?
	+ How much do school reforms and initiatives facilitate these obligations?
	+ How much do school reforms and initiatives distract from these obligations?
* What additional skills and resources have been needed to implement the reform?
* Have you engaged in any professional development to facilitate effective policy enactment across the school? What proportion of the CPD programme does this take up?
* How do you articulate/communicate policy to your staff members? What about the students?
* Is the culture of the school receptive to change?
* Do you believe in the policies you are asked to implement?
	+ Do they fit with your core beliefs about teaching and learning (and education)

***For middle leaders (INCLUDE THOSE FROM ABOVE)***

*Prompt – for the following questions we can ask the interviewee for examples of specific policies and whether they fit with interviewee’s core beliefs about teaching and learning (and education)*

* Do you believe in the policies you are asked to implement?
* How and what do you do to align policy with departmental strategy in the school?
	+ How does policy influence this?
* Do you have any influence with the senior leadership?
* How much negotiation/brokering is involved between senior leadership and your department with regard to:
1. The choice of policy to implement
2. The ways in which those policies are implemented
* Have you experienced any challenges in this process? How did you overcome them?
* What additional skills and resources have been needed to implement the reform?
* Have you engaged in any professional development to facilitate effective policy enactment in your department?
* How do you articulate/communicate policy to your departmental members? What about the students?
* Do you believe in the policies you are asked to implement?
	+ Do they fit with your core beliefs about teaching and learning (and education)

***For teachers (INCLUDE THOSE FROM ABOVE)***

*Prompt – for the following questions we can ask the interviewee for examples of specific policies policies and whether they fit with interviewee’s core beliefs about teaching and learning (and education)*

* Do you believe in the policies you are asked to implement?
* How do you align policy with your classroom/teaching practice?
* How much negotiation/brokering is involved between departmental leadership and yourself with regard to:
1. The choice of policy to implement
2. The ways in which those policies are implemented at classroom level
* Have you experienced any challenges in this process? How did you overcome them?
* Have you engaged in any professional development to facilitate effective policy enactment in the classroom?
* Do you articulate/communicate policy to your students?
* How do you articulate/communicate policy to your students?
* Do you believe in the policies you are asked to implement?
	+ Do they fit with your core beliefs about teaching and learning (and education)
	+ What do you differently?
	+ Do you teach differently?
	+ Has the way you and your students spend time in the lessons changed in any way?
	+ Please give an example

**Implementation and impact**

***For all stakeholders (INCLUDE THOSE FROM ABOVE)***

*Prompt – for the following questions we can ask the interviewee for examples of specific policies*

* Which policies would you say have had the most influence on the success of the school? How?
* When thinking about particular policies, which one(s) resonate the most with you? Why?
* How would you describe the effects of these policies (in the following areas):
	+ Job satisfaction (both themselves and the wider staff)
	+ Sense of professionalism (both themselves and the wider staff)
	+ Commitment (both themselves and the wider staff)
	+ Teaching and learning agenda
	+ Students
	+ Overall effectiveness of the school
* How do you gauge the impact of a policy?

**Concluding question**

* If you were a policy maker, what would you do differently?