



LESSON OBSERVATION POLICY TO RAISE STANDARDS AND IMPROVE PROGRESS

OVERVIEW

In order to monitor, evaluate, review and improve the quality of teaching and learning lessons will be observed as part of the Self-Evaluation Strategy. The headteacher will decide who will observe lessons and how frequently lessons will be observed. The evidence gathered will be used to raise standards of achievement and to improve pupils' progress.

OBJECTIVES

1. To monitor, quality, standards of attainment, achievement and progress.
2. To ensure that teachers demonstrate high expectations, enthuse, engage and motivate pupils so that they enjoy learning and make good progress.
3. To ensure lessons are well planned with clear objectives for learning and that teachers set challenging tasks
4. To ensure that teachers are using their expertise to deepen pupils' knowledge and understanding and teach them the skills they need to learn for themselves.
5. To ensure that there exist good relationships where all are treated well and where learners care for each other.
6. To ensure that behaviour is good and that there is no bullying.
7. To ensure that teachers are assessing pupils' progress and providing them with constructive feedback.
8. To ensure that teachers and support staff provide well for each pupil's individual needs.
9. To ensure the high quality of provision for those with SEN and disability.
10. To monitor the quality and ethos of the learning environment.

STRATEGIES

1. Observations will be based on the school's Teaching and Learning Policy taking into account other relevant policies e.g. Assessment, Behaviour, Classroom Support, Display, Equal Opportunities etc
2. Teachers and support staff should expect to be monitored without being given prior notice.
3. Observers should try to be unobtrusive when they are in classrooms.
4. Observers should be polite, friendly and should put the teacher at ease before, during and after the observation.
5. Observers should interact where appropriate, with the learners and support staff as well as with the teacher.
6. Observers should use the objective criteria of the school's lesson observation tool to identify the key features of the lesson and to underpin their judgement
7. Observers should provide the teacher with written feedback within 24 hours of an observation. If required, the observer should meet with the teacher as soon as it is convenient once the monitoring is completed. This may not always be necessary. Learning Walks/Drop ins will provide information that will be fed back through line managers, so it will not always be necessary to provide the written/oral feedback that is required for longer monitoring sessions.
8. Lesson plans give observers a fuller picture of the lesson. Observers require a copy of the lesson plan following the observation. Learning Walks and Drop ins do not require lesson plans, but observers may request a copy.
9. Feedback from the observer must be objective and based on the criteria set out in the lesson observation tool.
10. Feedback should be clear and the teacher should be told the strengths and points for development.
11. Development points should be backed by examples and where appropriate, advice may be offered..
12. Clarification should be given where it is requested.
13. Feedback should be exactly that – '*feedback*'. It should not become debate or argument.
14. Any disagreement should be noted on the record of monitoring e.g. '*The teacher did not agree with the points for development*'.
15. The head should promptly follow up and moderate any disagreement.
16. Teachers should be given a copy of the observation tool for their own record.
17. The headteacher will have a copy of every lesson observation tool to keep in the school monitoring file.

OUTCOMES

The lesson observation policy will ensure that all in school understand the process and purpose of classroom observation which is a key part of our self-evaluation strategy. It will be a key tool in our appraisal strategy .

Revised and adopted by the Governing Body: 27 Sept 2016

Review Date: Sept 2017