

PEOPLE (CHILDREN'S SERVICES)

DEVON HOSPITALS SHORT STAY SCHOOL

**OBSERVATION OF TEACHING AND LEARNING
POLICY AND PROCEDURE**

We believe that observation of classroom practice and other responsibilities is important as it can

- Support the assessment of teachers' performance particularly against Performance management criteria
- Provide useful information which can inform school improvement more generally.

All observations will be carried out within a climate of support and constructive challenge.

Observations by the Head teacher

- Observations of teaching and learning by the Head teacher will take place termly as part of Performance Management cycle.
- Observation 'windows' will be planned at the beginning of each term with the actual observation happening at some time during each 'window'. Due to practical reasons, dates for observations at North Devon will be fixed in advance.
- Observations of teaching will last approximately 30 minutes.
- Observations will also scrutinise planning, marking, assessment and recording in order to provide a rounded picture.
- The Head teacher will meet the teacher concerned within 2 days to share the observations made and discuss any future action.
- The Head teacher will produce a summary report which will be given to the teacher. (See Appendix 1) Timescales for future action will be set as applicable.
- In line with the Ofsted Framework, individual lesson grades will not be given.
- Joint observations by the Head teacher and School Improvement Partner/other Head teacher will take place at least annually in order to validate Head teacher judgements.

Teachers (including the Head teacher) who have areas of responsibilities should also expect to have their performance of those responsibilities observed and assessed. This will be carried out:

- When teachers organise and run CPD sessions for staff
- Through scrutiny of monitoring evidence produced
- Through measuring the impact of work carried out as a Subject Leader and as leader of a SDP focus area.
- Through professional dialogue with the Head teacher and through feedback to Managers

This will form part of Performance Management.

Observations by Subject Leaders

- As part of Subject Leader Monitoring, subject leaders will observe colleagues' teaching on a termly basis.
- Observations of teaching will last approximately 30 minutes
- Feedback will be given to individuals and comments fed into subject leader monitoring overall.
- Feedback will be shared with the Head teacher.
- Information gained from observations will support in setting targets for future development.

Peer observations

Peer observation of a specific area can provide useful information which can support school improvement more generally.

- Focus areas for peer observations will be decided upon termly.
- The focus will last for up to 3 weeks.
- Teachers will observe the focus area on an informal basis
- Observations will last approximately 15 minutes on each observed occasion.
- Information gathered from peer observations will be shared on a general basis at a designated staff meeting with areas for development feeding into the School Development Plan as appropriate.

Protocols for observation by subject leaders/peers will be agreed by all teachers and training provided in-house or through the School improvement Partner or SHAD.