

APPENDIX D – OBSERVATION OF TEACHING AND LEADERSHIP PRACTICE

D1 LESSON OBSERVATIONS.

- D1.1 Teachers (other than those who are part of the National Standards Support Programme set out in Appendix E) will have both announced and unannounced observations.
- D1.2 An individual teacher is free to request that all general lesson observations be unannounced
- D1.3 Oral feedback will be given as soon as possible after the end of the lesson; written feedback (if the observation is more than half an hour) will be provided within 5 working days

D2 OTHER LEADERSHIP VISITS TO LESSONS

- D2.1 There will be other occasions in the school year when those with leadership responsibilities are present in lessons. The principal objective of these visits is to enable leaders to understand for themselves what is going on in classrooms and to identify any ways in which either the curriculum or everyday support procedures can be improved
- D2.2 Written feedback will be given as part of an evidence form identifying good practice and areas which may need support.
- D2.3 If any aspect of classroom practice seen during leadership visits gives cause for concern, the teacher will be informed so that, if necessary, further investigation may be undertaken or additional lesson observations arranged. If this further investigation leads to a decision that a national standard is not met at the appropriate career stage, the special support arrangements set out in Appendix E will apply.

D3 FORMAL OBSERVATION OF LEADERSHIP PRACTICE

- D 3.1 Leaders (other than those who are part of the National Standards Support Programme set out in Appendix E) will have leadership observations in the course of the appraisal cycle, some announced and some unannounced.

