

Greenvale Classroom Observation and Monitoring Protocols:

This protocol clarifies how classroom observation and monitoring will be conducted at Greenvale School and should be read in conjunction with the appraisal policy.

Classroom Observations.

Personnel involved: All staff that have responsibility for teaching a group will be observed teaching. This includes both teachers and support staff. The dates of these are usually circulated within the school information pack circulated at the end of the previous term. Teachers will agree observation dates at least 5 days in advance.

They will be carried out by the senior leadership team and teachers responsible for teaching and learning across the school (AST or TLR post holders.)

Peer observations may also be carried out but these will be informal and will not require formal feedback.

Frequency: Observations currently take place once every term unless teaching falls below Good. On these occasions teachers will have a follow up observation.

Duration: Maximum 40minutes

Feedback: Feedback will be given both in writing and verbally within 5 working days of the observation. It will be given using the schools own observation sheet with any additional information concerning the focus. The school feedback form also includes a grade based upon the Ofsted framework for grading lessons. If other recording is used teachers will be informed in advance. Feedback will always be constructive highlighting good practice alongside any areas for development. All staff in the lesson will be observed including support staff.

Requirements: Teachers should provide a detailed lesson plan with clear learning objectives for all students in the class and including a starter, main and plenary. The half term planner that the lesson fits into should also be available. The focus of the observation will be shared in advance

Drop in or Walk-Abouts.

Personnel involved: All staff will be observed during walk abouts. This includes both teachers and support staff.

They will be carried out by the senior leadership team and teachers responsible for teaching and learning across the school (AST or TLR post holders.)

Peer observations may also be carried out but these will be informal and will not require formal feedback.

Frequency: Such observations will usually be part of a series moving across the school and will take place termly.

Duration: A maximum of 10 minutes in any class.

Feedback: Feedback will consist of a report sheet to all staff displayed on the noticeboard. Any issues raised will be discussed privately with the member of staff. This will not be graded and will not form part of the appraisal process.

Monitoring of Recording Progress.

Personnel involved: All teachers are responsible for setting targets and monitoring the progress of the students they teach. Connecting steps will be monitored by the SLT and IEP targets will be monitored by the assessment coordinator.

Frequency: Both Connecting steps and IEP targets will be monitored every term. Dates will be given at the end of the preceding term.

Feedback: Teachers will be given written feedback sheets for Connecting Steps. IEP feedback will be given verbally.

Requirements: Teachers should have made entries for all students in their class for all areas of Maths, English and ICT at least once during the term. These entries may be achieved or gaining skills and understanding entries.

Annual Timetable

<u>Autumn Term</u>
Planning Files monitoring once per term. Walk About Classroom Observation : Classroom practice Connecting Steps
<u>Spring Term</u>
Planning Files monitoring once per term. Walk about Classroom Observation: SIP Connecting Steps
<u>Summer Term</u>
Walk about Classroom Observation: T&L Connecting Steps

In exceptional circumstances additional observations may be arranged in advance with the teacher. An example of this might be if extra observations are requested by the teacher or if concerns are raised regarding a teacher's performance.

On all occasions teachers will conduct observations and learning walks with the minimum of disruption to the class. All observations will be carried out by senior teachers with QTS.