ADULT TRAINING NETWORK - OTLA POLICY

OBSERVATION OF TEACHING, LEARNING AND ASSESSMENT

The over-arching aim of ATN's lesson observation scheme is to support the development and improvement of teaching and learning with the objective of improving student outcomes.

All teaching staff will normally have one observation per year. Formal observations are those carried out by the observation team, approved representatives from inside ATN.

Observations will normally be conducted by the teacher's line manager. The aim would be for all teaching staff to be observed by the spring half-term. A teacher may have more than one formal observation where there are concerns over their performance.

Lead IQA plans and schedule observations at the start of the year; progress on observations is reported monthly.

THE OBSERVATION PROCESS

a. Pre-observation

The observer confirms and agrees focus for observation.

b. Observation

Lesson observed with focus as agreed prior to the observation. The length of the observation should be 30-60 minutes – i.e. the length and timing of the observation should be planned in light of the agreed focus.

c. Post-observation

Feedback to teacher with the focus as agreed prior to observation (although feedback will also include other aspects of the lesson). The feedback should be conducted in a way that promotes dialogue.

The feedback is developmental – and grading is awarded in accordance with Prime's requirements as some funders require lesson observations to be graded whereas some other primes do not require a grading. An action plan is developed and agreed by the teacher and observer; progress against the plan is monitored by the lead IQA.

If the observation raises serious concerns about a teacher's performance additional action may be required (detail to be added into procedure – action

around 'inadequate' / 'wider professional practice' and link to capability procedures). Clear expectations of managers will be established that teaching staff are referred for support when required.

Learning walks

At pre-arranged scheduled points in the year (typically once each term) QA team will undertake learning walks. The learning walk will consist of a number of observations (20-30 minutes each) and auditing of course folders and learner portfolios and are aimed to provide an opportunity for to observe and record examples of good practice and identify possible areas for development. These are fed back to the team and actions agreed.

Review date: 08/06/2018
Next review date: 01/04/2019