

POLICY STATEMENT

Policy	Teaching Observation Policy
College Department	Teaching
Date Written	11 th May 2018
Written by	J Blake
Approved by	Principal
Date of Approval	13 th May 2018
Next major review date	May 2019
Location and disseminations	A copy of the policy can be found, in the college admin office and on the college website.
The context of the policy and its relationship to other policies	This policy should be considered in conjunction with other written policies on behaviour, health and safety, medicines, college visits, child protection and safeguarding.

PDP (Professional Development Programme)

Lesson Observations

Throughout the term teaching staff are observed. From this a written report will be given to you and you are expected to meet with the Observer for a feedback sessions. The observation is a way of ensuring quality throughout the college and to share ideas and techniques in a constructive manner so that you can develop as a chalk face teacher and classroom manager.

Procedure for Lesson Observations

- Observer writes report on lessons.
- Report given to teacher.
- Observer holds feedback sessions with teacher.
- Copy of report goes on file.

Management Commitment to Newly Qualified Teachers

- One lessons observation every 2 weeks for the first two terms.
- Regular feedback sessions.
- NQT to produce weekly synopsis of lessons.

Management Commitment to New Teachers

- One lessons observation every half-term.
- Regular feedback sessions.

Management Commitment to Established Teachers

- Two lesson observations per year
- Two feedback sessions per year

External Training

The college encourages all staff to participate in external training sessions. These must be submitted to the Director of Studies. All external courses must be followed with a feedback sessions to share their experiences.

Annual Review/Reference Criteria

The annual review and any reference requests will be based on staff performance in the following areas:

- Teaching skills based on lesson observations.
- Broader college role, weekend duties, clubs and activities etc.
- Report writing.
- Punctuality.
- Lesson plans/schemes of work.
- Attendance/absenteeism.
- General administration.
- Residential duties if applicable.
- Relations with parents and conduct at parents meetings.
- Professional conduct.
- Professional development since arrival.
- Classroom displays.