

THE HAWKSWOOD GROUP

**CLASSROOM
OBSERVATION
POLICY**

The Hawkswood Group



**Approved by the Management Committee of
Hawkswood Group**

Chair of Management Committee: Mr Mark Morrall

Date Approved:

Proposed Date of Future Review: September 2019

Mark Morrall
24.1.2018

The Hawkswood Group Classroom Observation Policy (Amended / Reviewed January 2018)

Classroom Observation Policy

1. Protocol

- 1.1 This protocol relates to formal classroom observation, it does not include peer observations and learning walks, which are designed purely for developmental purposes and arranged between colleagues or observations as part of school reviews.
- 1.2 The Management Committee is committed to ensuring that classroom observation is developmental and supportive and that those involved in the process will:
- carry out the role with professionalism, integrity and courtesy;
 - evaluate objectively;
 - report accurately and fairly; and
 - share the information gained with appropriate persons only.
- 1.3 There should be a maximum of 3 formal observations a year for classroom observation, unless there are concerns around performance. The amount of observation for each teacher should reflect and be proportionate to the needs of the individual and the school, as determined by the professional judgment of SLT.
- SLT have a duty to evaluate the standards of teaching and learning and to ensure that proper standards of professional performance are established and maintained. SLT have a right to drop in to inform their monitoring of the quality of learning.
- 1.4 In order to streamline data collection and minimise bureaucracy and workload burdens on staff, information gathered during the observation will be used, as appropriate, for a variety of purposes including to inform pay progression and to inform the school's self-evaluation and improvement strategies.
- 1.5 In keeping with the school's commitment to supportive and developmental classroom observation, those being observed for formal appraisal purposes will be notified at least 5 working days in advance. SLT will always endeavor to maintain the agreed observation date, unless there are unforeseen circumstances.

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- 1.6 Formal classroom observation will only be undertaken by those who have had adequate preparation and the appropriate professional skills to undertake observation and to provide constructive oral and written feedback and support, in the context of professional dialogue between colleagues.**
- 1.7 Initial oral feedback will be given as soon as possible after formal classroom observation and no later than the end of the observee's following school day. It will be given during directed time in a suitable, private environment.**
- 1.8 Written feedback will be provided within 5 school days of the observation taking place. If issues emerged from an observation that were not part of the focus of the observation these will be covered in the written feedback and appropriate action taken.**
- 1.9 The written record of feedback will also include the date on which the observation took place, the lesson observed and the length of the observation. The teacher will have the right to append written comments on the feedback document.**

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