

Vision, Mission and Core Values

Our Vision

Providing world-class education

Our Mission

To empower students with a holistic, rigorous and international education for success in an ever changing world

Core Values

Achievement | Collaboration | Integrity | Respect | Responsibility

Introduction

Lesson observations are primarily to foster Professional Development. All staff have a professional entitlement to receive observation and feedback on their practice that supports them in their continuous drive to improve students’ learning and progress. Lesson observation can be either formal or informal, focused or generic, and is inherently linked to the performance appraisal process and the overall school/team self-evaluation of the quality of teaching and learning. Where applicable, lesson observations will be graded on the 1-6 scale (PM Policy, p2).

Lesson Observation Types

Performance Appraisal Observations: With the exception of those whose performance is recognised to be consistently outstanding, all teachers will require a full lesson observation as part of their Performance Appraisal. This will be undertaken by their line manager and recorded on the PM1 form. The teacher will retain the original document, with copies filed by the line manager and school Principal.

Probationary Observations: Staff who have recently joined the school will receive an initial performance observation within their first four weeks of service, undertaken by a member of the school Senior Leadership Team. This will be of full lesson duration and is intended to identify those staff who might be in need of additional induction support. It will be recorded on the PM1 form, sent to the teacher with copies filed by the line manager, observer and Principal.

Learning Walks: Throughout the course of the Academic Year, learning walks will be undertaken by middle and senior leaders to support self-evaluation and performance appraisal processes. These will typically be for 15-20 minutes and will often have a specific focus that should be shared in advance with those observed. Learning Walks can be recorded using the PM1 form or using specific forms that are constructed around the focus area. It may or may not be applicable for this type of lesson observation to receive a 1-6 grading – this is to be determined by the observer.

Peer Observation: Peer Lesson Observations are a powerful tool for professional development and staff are encouraged to make regular use of peer observations to share good practice and develop consistently high standards of teaching. Any records of peer observation will remain solely with the teacher observed. Recognised good practice is for staff to observe their line manager at the start of the Academic Year to reinforce school expectations.

Recording Lesson Observations

The majority of lesson observations will be recorded using PM1 forms. There is no requirement to complete these forms in their entirety, and observers are free to use whichever format they find the most comfortable (paper copy, MS Word Template or online Teacher Evaluator form). Where lessons are graded then the observer is to ensure that these grades are entered into the Teacher Evaluator software. The original copies of all PM1 forms, whether fully or partially completed, are to be retained by the teacher observed, with copies held by both the observer and the Principal. In the case of learning walks and peer observations it may be more appropriate to develop a specific form that is tailored to the focus area. If a 1-6 grading is made then this is to be recorded in the Teacher Evaluator software.

Lesson Observation Feedback

The quality of feedback is vital in ensuring that staff develop professionally as a result of lesson observation. It is recommended that for all lesson observations the member of staff observed receives an appropriate form of feedback, and where the observation has been for 20 minutes or more then this feedback should be in person. Feedback should be specific, focussed and developmental.

Lesson Observation Frequency

All staff (with the exception of consistently outstanding teachers) should receive at least one full lesson observation by the end of September in each Academic Year as part of the performance appraisal process. It is expected that further lesson observations will be undertaken leading to the full completion of at least 1 more PM1 form over the course of the Academic Year.
