

Evolution International School

Classroom Observation Policy

March 2018

### Rationale

Classroom observations are an integral part of school management, improvement and teacher development. Observations should be seen as part of the normal school environment with colleagues exchanging thoughts for improvement and best practice. The observations are a natural partner to the collaborative planning meetings and should be seen as non-threatening and constructive.

### Categories

**Drop-ins** These are part of the normal operation of any school and consist of an SMT member coming in to observe a class informally for a short period of time. As these happen throughout the school day they will usually finish without feedback. The SMT may or may not interact with the class depending on the nature of the work being carried out at the time.

**SMT Lesson observations (unannounced)** These are an important part of the school and teacher's development. These will consist of an SMT member visiting a 45-minute period of work. The SMT member will carry out an observation based on pre-determined criteria (see classroom observation sheet). The SMT member will not interact with the class or the teacher but will endeavour to give feedback to the teacher within 24 hours. The purpose of this visit is to give constructive feedback to the teacher regarding his/her teaching practice and the interaction of and with the students. These visits will occur as often as possible as part of school-wide improvement and teacher professional development. However, the SMT will ensure that they have an internal schedule to ensure that observations are spread fairly amongst teachers.

**SMT Lesson observations (announced)** These observations are pre-planned between the SMT member and the teacher. They may be part of the appraisal process or they may have been requested by the teacher as part of his/her professional development. The teacher may feel that there is a part of their teaching practice on which they would like feedback. The observation may follow the same format as above or it may follow pre-agreed criteria specific to the teaching practice being observed. A feedback session between the observer and the observed will have been pre-arranged ensuring enough time to give quality feedback without interruption.

**Peer observations** These observations can take any of the formats outlined above, the difference being, these observations are arranged between the teacher and a trusted colleague or mentor.