WC34 – Teaching Observation Form

College Policy	
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Status: Draft

Pre-Observation

This section should be completed by the observee (teacher) prior to the observed session and should be given to the observer before the session commences.

Teacher Name	
Study Programme	
Module Name/Code	
Session Topic	
Study Level	
Session Type (eg Lecture, Tutorial, Lab Session	
Overall Aims/Learning Objectives of this session	

Observation

This section should be completed by the observer during the session.

Observer Name			
Observer Position			
Observation Type		Probation/Performance Review/Peer	
Semester		Observation Date	
Week of Semester		Observation Time	
Session Duration		Observation Duration	
No. of Learners Present		Total no of registered Students	

Aims and Learning Objectives
Considerations for Comments: *The overall aim of the session is clear and appropriate*   *Learning objectives support the overall module outcomes*   *Learning objectives are communicated clearly throughout the session*

Planning and Organisation

Considerations for Comments:
- *The lesson plan is clear and sufficiently detailed ·*
- *The lesson plan is appropriately structured and realistic in terms of time management*
- *The teacher is punctual and organised*
- *Time is well-utilised, and a good pace is maintained throughout the session*
- *The session is placed within the broader context of the module / programme (linked to previous teaching sessions)*
- *The classroom and learning resources are used effectively (e.g. writing on the whiteboard is clearly set out, presentation slides are clear and appropriate)*

Teaching methods and Contents

Considerations for Comments:
- *A variety of teaching methods are used to promote learning*
- *The teaching methods used are appropriate for the level of the module, with differentiation displayed to account for*
- *varied student abilities*
- *The teacher emphasises and summarises key points*
- *The teacher checks understanding effectively and uses student mistakes constructively to facilitate learning*
- *The teacher encourages high standards of effort, accuracy and presentation in students*
- *The teacher shows a thorough knowledge of the subject content covered in the session*
- *The content is made interesting and supports the achievement of the learning objectives*

Delivery

Considerations for Comments:
- The teacher speaks clearly - appropriate volume, pace and language grading (for international learners)
- The tone and style used are appropriate
- The teacher shows enthusiasm and maintains learners' interest throughout the session
- The teacher maintains eye contact and uses appropriate body language

Student Participation and Engagement
Considerations for Comments: • *The teacher maximises student interaction and participation (e.g. encouraging participation from non-contributing students, providing opportunities for students to ask questions and feedback)* • *The teacher praises students regularly for effort and achievement* • *The teacher maintains an appropriate level of class control and takes prompt action to address poor behaviour* • *The teacher has a good rapport with students*
Additional Comments

Post-Observation

Section C

This section should be completed by the teacher following the observed session.

What do you feel went well during your session?
If you were teaching the topic/session again, what would you change?
Are there any other comments you would like to make about the observed session?

This section should be completed and agreed upon by the observer and the teacher at the postobservation meeting.

Good Practice Points for Sharing *Highlight any ways in which good practice observed during the session could be share with other colleagues*
Action Points *Highlight any ways in which the teacher could continue to develop practice*

Teacher Signature		Date	
Observer Signature		Date	

Policy Review

This policy will be reviewed every two years by the [. Academic Board?] unless there are internal or legislative changes necessitating an earlier review.

Version History

No	Revised on	Version	Changes	Approved by	Date of Approval	Revised by