






Christ The King Sixth Form College

Lesson Observation Policy and Procedures

Mission Statement

We are a Catholic College dedicated to the education and development of the whole person, so that all students can realise their full potential.

To achieve this as a community we will:







-  Provide the highest standards of teaching and learning.
-  Expect students to show commitment to their studies and the Christian values of the College.
-  Provide equality of opportunity, with mutual respect and positive encouragement.
-  Build and further develop a partnership with parents, schools, parishes, higher education and the local community.
-  Value staff and support their professional development.

In doing this we will reflect Christ's teaching in the life and work of the whole College.

Purpose of Lesson Observations

The overall purpose of conducting lesson observations is to review the quality of teaching and learning at the College against the common inspection framework criteria. We aim to ensure that teaching and learning is consistently good across the College while aspiring to make it outstanding. In doing this, the College will help to ensure that the needs of learners continue to be placed at the centre of our work.

Lesson observations provide the opportunity to:

-  Recognise and share good practice that has a positive impact on learners.
-  Provide feedback to teaching staff.
-  Inform senior managers of the quality of teaching and learning in the College.
-  Provide information which can contribute towards the College SARI scheme.
-  Inform the course review process.
-  Prepare the College for external inspections.

Principles and Procedure

- 1 Lesson observations will be conducted in an open, supportive and transparent way.
- 2 Lesson observations will facilitate the transfer of good practice through the use of targeted support and the sharing of exemplar materials where appropriate.
- 3 Lesson observations will facilitate the College aim of ensuring that teaching and learning is consistently good across the College.
- 4 There will be at least one curriculum lesson observation per member of teaching staff per year and no more than two. However, where a grade of inadequate is given, support will be provided and further observations will be undertaken.
- 5 In addition to curriculum observations tutorial observations will also take place in group tutorial sessions. Each SPM will observe tutors on a two-year cycle. Each SPM will be observed on a two-year cycle.
- 6 All staff undertaking lesson observations will receive training and updating, in order to ensure the validity and credibility of the judgements that are made and the feedback which is provided.
- 7 All teaching staff will be clear about the process and the documentation which will be used.
- 8 The timing of the lesson observation cycle will link with the staff development/training plan cycle and the programme of course reviews. Appropriate reference will be made to lesson observations as evidence for the departmental and course review process.
- 9 The programme of lesson observations will be undertaken within the parameters of 190 days and 1265 hours and recognise all the other commitments of teaching staff.
- 10 The College induction process for new staff supports and recognises the aims of this observation policy. However, for the purposes of induction, the number of lesson observations may vary from those outlined above.
- 11 There is the right of appeal against the findings and/or grading decisions made in a lesson observation. The appeal will be handled by the Assistant Principal responsible for quality assurance. If the original decisions were taken by the Assistant Principal then the appeal will be handled by the Vice Principal.
- 12 As part of a college wide 'Quality Enhancement Programme', designed to achieve outstanding teaching and learning, lesson sampling will take place. This will not be graded and will not directly inform the SARI scheme.

The Process of Lesson Observation

- 1 The annual cycle of lesson observations will be September – March.
- 2 The observer will be trained in order to undertake the task. They will understand the context of the lesson and, where possible, have appropriate subject knowledge.
- 3 Lessons will be graded according to the Ofsted grading criteria and scoring system.
- 4 Preparation, lesson observation and feedback will normally be no more than 1 hour 15 minutes, of which ideally 5/10 minutes will be spent, preparing for the observation, 40/45 minutes will be spent observing the lesson and 20 minutes will be spent on providing feedback. The preparation will normally be undertaken on a different day to the lesson observation. The feedback will take place within a reasonable time period, although normally not sooner than the following working day after the observation in order to allow time reflection by both observer and the teacher concerned.
- 5 Lesson observations will be conducted by the Head of Department/Line Manager/SPM and the outcome will be used to inform SARI and Course Review processes.
- 6 Where appropriate, lesson observations can also be conducted by Deputy Head of Departments, Team Leaders, Subject Co-ordinators and Department Heads who run courses where staff are line managed by other Heads. In these cases the observer must also be appropriately trained.
- 7 Completed lesson observation forms will be photocopied and a copy will be held by the teacher, the observer, HOD/Line Manager. In relation to Tutorial Observations a copy will also be forwarded to Assistant Principal (Pastoral). A copy of all observation documents should be sent to the Personnel Manager so that it can be placed on the teacher's file. The Assistant Principal (Quality) will summarise the actions and undertake a moderation of grades. The Vice Principal will also have access to completed lesson observations.
- 8 The decisions taken by the observer will be subject to a validation process. This will involve 20% of observation decisions being validated through a review of the completed documentation and/or dual observation of lessons. Findings will be used to inform future training needs and if necessary dual observations in the following annual observation cycle. Where a lesson has been identified for a dual observation, the teacher and observer will be notified in advance.
- 9 A brief departmental summary of course grading decisions, along with the strengths and weaknesses in relation to teaching and learning, will be provided to Heads of Departments. This information will be used to summarise College performance in accordance with Ofsted practice and to inform the Course Review process.

- 10 A lesson observation report will be produced and taken to HODs and the Curriculum and Quality Committee of the Governing Body.

Appeals Procedure for Lesson observations

You may request another observation if:

- A** You believe that the observed session does not reflect your usual standard of lesson.
- B** You are not able to agree with the professional judgement of your observer.

Procedure A

- 1 A written request needs to be made to the Assistant Principal (or Vice Principal if the Assistant Principal conducted the original observation) within five working days of receipt of the original feedback documentation.
- 2 The Assistant Principal (Vice Principal) will acknowledge receipt of the request within three working days and arrange a second lesson observation.
- 3 The second observation will be undertaken by the same trained observer and along with the first lesson observation outcome be placed on file and carry equal weight, for example in course review summary.

Procedure B

- 1 A written request needs to be made to the Assistant Principal (or Vice Principal if the Assistant Principal conducted the original observation) within five working days of receipt of the original feedback documentation.
- 2 The Assistant Principal (Vice Principal) will acknowledge receipt of the request within three working days and review the lesson observation documentation. This will then be forwarded to the Principal.
- 3 A second lesson observation will take place as a dual observation. This will be undertaken by the original observer and another qualified observer, appointed by the Principal. This appointee will take the lead.
- 4 The outcome of the second observation will be final and recorded on file.

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