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| **Pre-Observation Meeting** | * Determine collegiate partner
* Observation date and time is agreed upon with Simon Chaplin notified
* Focus of the observation is identified and documented on the ‘Classroom Observation Proforma’
* Focus for the observation is shared with collegiate partner *– so they know what they are looking at.*
* Agree on behaviour and roles during the observation (how long will the observation last? At what stage during the lesson is the observer be required? Will there be interaction with the students?)
* Agree when you will meet to share the observations.
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| **During the Observation** | * Observer should take a passive role in class instruction / assistance.
* Observer should find an unobtrusive position within the classroom
* Observer makes descriptive notes (non-judgmental) only on the points of focus discussed in the ‘Pre-Observation Meeting’.
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| **Post-Observation Meeting** | * Observer provides feedback focused on the points discussed during the ‘Pre-Observation Meeting’ and should be free of judgment.
* During this meeting, the following protocols should be adhered to:
* The observer should speak for the first 5 minutes, without interruption from the teacher receiving the non-judgmental feedback.
* Following this period, the teacher receiving feedback can ask for any clarification or further feedback regarding the focus points discussed in the ‘Pre-Observation Meeting’. Encourage the person being observed to reflect on the information gathered.
* After the observer has answered any questions or given required clarification, the meeting should be ended - with agreement that the process is completed.
* It’s important to keep this meeting on track (10 minutes max) and focused, as it can take up unnecessary time if allowed to.
* Following the meeting the teacher being observed documents their reflections and future directions on the ‘Classroom Observation Proforma’.
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| **Receiving feedback** | * Be open to discuss about your identified area of practice (adopt a growth mindset)
* Listen carefully to what is being said
* Ask questions for clarity
* Acknowledge the feedback and take time to think about your ‘next step’
* Express thanks for the feedback
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