



# Observation Protocols

Church schools serving their communities through excellence,  
exploration and encouragement within the love of God.

The diocese of Lincoln is called to faithful worship, confident discipleship and joyful service and our church schools bear witness to our belief that every child is made in the image of God and loved by Him. They were founded for the good of their local communities so that children can be educated through the values and stories of Christianity.

Policy Owner: CEO LAAT

Policy Date: October 2015

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*Excellence*

*Exploration*

*Encouragement*

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## Classroom Observation

The LAAT is committed to ensuring that classroom observation is developmental and supportive and that those involved in the process will:

- 1.1 Carry out the role with professionalism, integrity and courtesy;
- 1.2 Evaluate objectively;
- 1.3 Report accurately and fairly; and
- 1.4 Respect the confidentiality of the information gained.

The total period for observation arranged will be proportionate and have regard to the individual circumstances and needs. In each school 'proportionate to need' will be determined by the Headteacher/Principal.

The arrangements for observation will be included as part of the setting of objectives and will include the amount of observation, specify its primary purpose, any particular aspects of performance which will be assessed, the duration of the observation, when during the appraisal period the observation will take place and who will conduct the observation.

Where evidence emerges which gives rise to concern during the appraisal period, additional observations may be arranged to those recorded at the beginning of the period subject to a meeting between the appraiser and individual employee.

Information gathered during the observation will be used, as appropriate, for a variety of purposes including to inform school self-evaluation and school improvement strategies in accordance with the school's commitment to streamlining data collection and minimising bureaucracy and workload burdens on staff.

In keeping with the commitment to supportive and developmental observation those being observed will be notified in advance. Where classroom observations of teachers take place they will only be undertaken by persons with QTS. In addition, observation will only be undertaken by those who have had adequate preparation and the appropriate professional skills to undertake observation and to provide constructive oral and written feedback and support, in the context of professional dialogue between colleagues.

Oral feedback should be given as soon as possible after the observation and no later than the end of the following working day. It will be given during directed time in a suitable, private environment. Written feedback should be provided within five working days of the observation taking place. If issues emerged from an observation that were not part of the focus of the observation as recorded in the original objective setting these should also be covered in the written feedback and the appropriate action taken in accordance with this procedure. The written record of feedback should also include the date on which the observation took place, the lesson observed and the length of the observation. The member of staff has the right to append written comments on the feedback document. No written notes in addition to the written feedback will be kept.

The Headteacher/Principal has a duty to evaluate the standards of teaching and learning and to ensure that proper standards of professional performance are established and maintained and have a right to drop in to inform their monitoring of the quality of learning. Clearly the appraisal process is integral to fulfilling this duty and therefore agreed observations as part of this process may be sufficient however, "Drop ins" can be undertaken by members of the leadership team. "Drop ins" will only inform the appraisal process where evidence arises which merits the revision of the original objectives set.