



CLASSROOM OBSERVATION PROTOCOL

The governing body is committed to supportive and developmental classroom observation.

All those involved in the process will:

- be committed to continuous improvement;
- carry out their role with professionalism, integrity and courtesy; and
- respect the confidentiality of the information gained.

Observations will primarily take the form of unannounced drop-ins typically lasting 10 minutes.

Observations of teachers will only be undertaken by persons with QTS, who have had adequate preparation and the appropriate professional skills to undertake observation and to provide constructive oral and written feedback and support. Other teachers may be asked to 'shadow' the classroom observer as part of the school's commitment to their professional development.

Drop-ins will be collegiate in approach: appraisers may discuss the learning during the observation and also help to re-shape learning in situ.

Teachers will be emailed written feedback in the form of an on-going Professional Learning Log (see Appendix) as soon as possible after any observation and no later than the end of the following working day. Teachers will be expected to respond in writing to the feedback by return of email within the following 3 days. They may also seek oral feedback if they wish.

Drop-ins will occur on a regular basis, typically every one to two weeks. The actual frequency will depend on the capacity of the appraisers and will also be proportionate to the quality of teaching.

It is assumed as a starting point that all teachers are performing at a level commensurate with their pay grade. Observations are therefore formative and developmental. A summative assessment of overall teacher performance will be added to the Professional Learning Log at the teacher's Interim and End of Year Review. Where evidence emerges about a teacher's performance over time which



gives rise to concern this will be discussed with the teacher at the time, written feedback added to the PLL and the appropriate action taken.

Work scrutinies may take place in situ during a drop-in or be organised as a separate activity. Findings will be discussed with the teacher and added to the professional learning log.

Drop-ins will be organised with an understanding that there are occasional times when learning is unduly affected by events in the school or exceptional circumstances for teachers.



Professional Learning Log

Teacher: xxxxxxxxxxxxxxxx (email: xxxxxxxxxxxxxxxx@xxxxxxxxxxxxxxxxxx)

Appraiser: xxxxxxxxxxxxxxxx

Date	Time in class	Lesson	Main Focus	Appraiser	Teacher