



St Ann's School : Classroom Observation Policy

St Ann's is proud to be a Unicef Gold Rights Respecting School and all policies and procedures have the United Nations Convention on the Rights of the Child, Article 3 (best interests of the child), Article 28 (right to education), and Article 29 (goals of education), at their heart.

Classroom observations are a supportive, developmental, monitoring process designed to promote pupil progress, highlight the skill and professionalism of teachers and teaching assistants and identify any staff development needs.

Two forms of classroom observation occur at St Ann's. These are :

- **Formal Classroom Observations**
- **Learning Walks**

Formal Classroom Observations

1. Formal Classroom observations generally occur in October and March for all teachers.
2. The schedule is published at least one week in advance
3. All observations are conducted by two members of the Extended Leadership Team, one of whom, in at least one observation, should be the Appraiser for that teacher.
4. The outcomes of formal lesson observations are moderated within the Extended Leadership Team in order to quality assure the process.
5. Verbal and written feedback will be provided to the observed teacher following a formal lesson observation. Verbal feedback will generally be given on the day of the observation and written feedback will be provided within five working days.
6. Teachers will have the opportunity to discuss the teaching and learning within their lesson and make a written response to the written feedback if they want to do so.
7. Teachers defined under the remit of St Ann's Appraisal Policy as a 'teacher experiencing difficulties' and teachers subject to capability procedures will be

supported to improve through a personalised schedule of formal lesson observations. Such teachers will therefore have more than two formal lesson observations within an academic year.

8. Local Authority Officers, HMI Inspectors, Ofsted Inspectors and Consultants may also undertake formal lesson observations, generally in partnership with a member of the Senior Leadership Team or Extended Leadership Team. These will be in addition to St Ann's two formal lesson observations.
9. Individual teachers can also request additional formal lesson observations if they feel this would be helpful to their professional development.
10. Anonymous data regarding the quality of teaching is provided to the Governing Body on a termly basis through the Headteacher's Report. Judgements are made using a number of indices, including recent formal lesson observations, in line with the Quality of Education guidelines, Ofsted School Inspection Handbook.

Learning Walks

1. These are particularly helpful in providing a snapshot of the quality of teaching and learning across the whole school, or across a department at any given time.
2. Learning Walks may be pre-announced or spontaneous.
3. Learning Walks may focus on a particular aspect of teaching and learning e.g. MAPP assessment, the use of Teaching Assistants or how well the communication needs of students are met.
4. Learning Walks will always be conducted by at least two staff and sometimes more.
5. The staff team conducting Learning Walks will consist of at least one member of the Extended School Leadership Team, but the team may also include a Teaching Assistant and occasionally a member of St Ann's Student Voice (School Council).
6. Individual feedback will generally not be given following a Learning Walk unless there are serious concerns regarding quality of teaching or safeguarding issues. However general feedback will be given at a whole staff briefing or department meeting in order to celebrate strengths and identify areas for further development.
7. Local Authority Officers, HMI Inspectors, Ofsted Inspectors, Consultants and St Ann's Governors may also undertake a Learning Walk generally in partnership with a member of the Senior Leadership Team or Extended Leadership Team.
8. The frequency of Learning Walks will depend on the current school improvement priorities and other operational and strategic initiatives, but will generally not exceed four Learning Walks in any one term.

Reviewed February 2022

Date of next review : February 2024