

Orbis Schools Wales: Monitoring and observation Policy

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| Policy Number: | EDW015 | Originator: | Rachel Hackling |
| Issue Number: | 1 | Authoriser: | Amanda Morgan- Taylor |
| Issue Date: | 24/02/2021 | Service Type: | Childrens Services |
| Next Review Due: | 02/2022 | Policy Location: | All files/radar |

1. Introduction and Rationale

1.1 Orbis Education and Care is committed to continually improving the quality of teaching and learning across the school. We believe that consistent monitoring and observation will assist our staff to achieve this, and aid whole school development of set objectives as defined in the school improvement plan.

1.2 The aim of monitoring and observations are to ensure that all staff have the opportunity to share their best practice, and for managers to ensure that pupils are receiving high quality learning experiences. Added to this are the opportunities for professional discussions regarding workload and priorities. It will enable managers to provide appropriate support, and give staff the opportunity to discuss in confidence any matters regarding their employment which may inhibit their performance.

1.3 The areas identified below will be used to inform the targets set during appraisal and for establishing whole school goals. This policy sets out the principles and framework for a clear and consistent assessment of the overall performance of all staff and for supporting their development needs within the context of the school plan for improvement, school self-evaluation (SER) and their own professional needs

2. Aims

- Develop our practice against the Estyn Common Inspection Framework and Independent school standards
- Recognise that the learners' interests, aspirations and needs are at the centre of all our processes
- Provide a clear focus for staff in managing improvements to the quality and diversity of the curriculum offer to ensure that all pupils have an individualised curriculum offer and that the curriculum is fit for purpose
- Ensure that Equality and Diversity is promoted
- Ensure that all reports are evaluative and evidence based
- Establish an individual programme with clear links to pupils' individual targets
- Embed numeracy and literacy across the extended integrated curriculum
- Conduct an assessment induction programme for all pupils to ensure that clear and realistic timetables are established which reflect the interests, aspirations and needs of the learners
- Accelerated and focused observation of the learners' experience
- Focus on individual learners' targets and ensure they are reviewed regularly
- Monitor target setting and measure learner progress at all levels across the whole school against prior attainment to raise levels of achievement and independence
- Workforce Development to improve the capability of all staff
- Ensure that care planning and pupil enrichment activities reflect the interests, aspirations and needs of the pupils

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3. Strategy for Implementation

3.1 All teaching staff will be observed at least once each term. Learning support Assistants will also be viewed and feedback given. Learning walks will take place regularly and staff will not always be notified in advance.

3.2 There will be set days for formal observations which are given to the staff involved in advance. Observations relate to classroom, practical or community lessons and could cover an individual tutorial or group lessons

3.3 Where staff need extra support with a specific area of teaching, this will be noted within the observation and also documented in the next supervision. It is then the Head of Education's responsibility to provide the relevant support through advising, team teaching, external training (where necessary) and further observations and constructive feedback

4. Staff Observation Guidance

4.1 General Guidance

Purpose: To observe teaching and learning

Time: 1/2 hour or 1 hour depending upon the needs of the pupils involved.

What you have to do:

Have the following information available:

Your weekly plan with a highlighted lesson objective and any printed worksheets that you will be using;

Records of achievements and progression;

Assessed work /pupil portfolio – external accreditation;

4.2 Pupils should have their course work files with them if this is appropriate.

During the lesson the observer will take notes on the different aspects of teaching and learning based on the Common Inspection Framework. The observer may want to review your scheme of work, assessment and half termly outline as well as your week planner.

Your observer may wish to view some of the pupils' course work files and assessed work (if this is appropriate) during the observation period. The observer may like to have an informal chat with one or two of the pupils during the observation if this could be achieved without disruption to the pupil. If this is not possible at the time, then the pupils may be asked to stay behind for a few minutes after the lesson or prior to a natural break in order to have an informal chat. This may be facilitated by a support worker.

4.3 The Observer will also be making a judgement about your 'classroom' management and how you direct your support staff.

5. Following the Observation

5.1 Purpose: To reflect on the lesson and discuss its strengths and weaknesses. Also, to discuss the observation report and recommendations for training.

5.2 Time: The post observation meeting should take between 30 -45 minutes to complete. A time wherever possible will be chosen outside of your timetable commitments, but must fall within two weeks of the observation.

5.3 What to do: This is a feedback lesson so you should be prepared to be a reflective practitioner and self-evaluate your lesson. The lesson evaluation form at the end of the Teaching & Learning Observation Pack will form the basis of the discussion. At the end of the feedback lesson, you will receive a verbal summary of

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strengths, areas for improvement and progress against your previous recommendations. Recommendations may be given relating to training or sharing of best practice.

5.4 The meeting will be followed up within 10 days with a formal report for you to read sign and return to your line manager. The completed observation report is copied and held by your line manager who will support and oversee your development related to any recommendations given. If you wish, you may attach your own comments to the observation report before it is placed on file.

For those who have comments relating to inadequacy, their line manager will want to work with them on the areas identified for improvement. Alternatively, you may request another observation to cover aspects of your teaching and learning not adequately assessed during the initial observation.

This request needs to be given in writing to your line manager within 2 weeks of the observation report being received. The quality of the learners' experience for each course will be used for a variety of quality improvement functions including the reviewing of specialist areas and the School's Self Assessment Progress.

6. The criteria used to assess your performance:

6.1 Content

- Lesson Plan
- Resources
- Introduction and Communication of aims & objectives

6.2 Outcomes

- Skills development
- Curriculum Cymraig
- Engagement of learners
- Achievements during the lesson

6.3 Provision

- Range of activities including differentiation
- Communication skills: Giving instruction, explanation, questioning, developing & discussing
- Pace & tasks were appropriate
- Important teaching and learning points were focussed on
- Organisation of resources, equipment and materials
- Use of appropriate teaching styles
- Use of appropriate learning styles
- Classroom & behaviour management
- Staff interaction with pupils
- Assessment for learning
- These indicators of effective performance have been derived from the Common Inspection Framework.

7. Who will be my observer?

A member of the senior management team, a colleague or a professional from an external agency may be your observer. The Head of Education will carry out observations in external organisations.

8. There are standard forms for weekly plans

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The format is provided on the School Computer network and all staff should aim to stick to this format to provide continuity. These weekly plans also provide individual lesson objectives.

9. Unforeseen circumstances

We can all have days when unforeseen things happen both in and out of school. In these circumstances it would be unfair to proceed with the observation. These lessons will be re-scheduled. Also the observation process allows for you to request an additional observation if it is felt that the initial observation was not a fair indication of your typical performance.

10. A lesson is found to have a number of weaknesses

Everyone has areas in their teaching and learning which, with time, will require updating. These will be discussed through the observation cycle and may become recommendations for staff development. They do not generally indicate that the overall teaching is inadequate. The school policy is that if any member of staff receives an unsatisfactory assessment they will automatically be supported to help focus on improvements, with a re-observation by an observer after one month. The goal of the observation process is to support and encourage staff to improve their teaching and learning.

11. If you disagree with the contents or conclusions of the observation you should follow the process detailed below:

- If you disagree with any of the contents or conclusions of the summary observation report you should discuss them directly with your observer;
- You may request additional observations to focus on the areas of concern; these will be carried out by a member of the senior management team;
- You may write comments and add them to the observation report to register a difference of opinion.

12. Access to the observation reports

The summary report will be given to the person observed and a copy will be filed by your line manager and kept as evidence for performance purposes in the future. Teachers are strongly recommended to keep these reports for a minimum of two years. The Head of Education reserves the right to review these observation reports at any time.

13. Identified Staff Development needs

Individual staff development needs, which are identified as a part of the observation process, will be followed up by your Line Manager as part of the summary report;

- Staff team development issues will be shared with SMT members through aggregated data generated from the observation process.
- National standards, especially the Common Inspection Framework and Care standards are used to develop training lessons.
- Best Practice lessons on aspects of teaching and learning will be organised and will be open to all staff. Staff will be welcome to attend them to learn new skills, brush up on existing skills and share ideas on best practice with colleagues

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14. Equality Impact Statement

All relevant persons are required to comply with this policy and must demonstrate sensitivity and competence in relation to Age, Disability Gender reassignment, Marriage and Civil partnership, Pregnancy and Maternity, Race, Religion or belief, Sex and Sexual Orientation. If you, or any other groups, believe you are disadvantaged by this policy please contact the Regional Manager for the service.

Orbis will then actively respond to the enquiry.

This policy is owned by: Quality Department

Date: 24/02/2021

Signed:

A. E. Morgan-Taylor.

Company Confidential

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| Policy Name: | Monitoring and Observation Policy |
| Issue Date: | |
| Name of Service | |

The people listed below have read and understood the policy named above and are aware of the responsibilities they have in relation to the policy requirements.

| Name | Signature | Date |
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