

Pre-Observation

Section A

This section should be **completed by the observee (teacher)** prior to the observed session and should be given to the observer before the session commences.

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|---|------------|-----------------------------|----------------------|
| Teacher Name | | | |
| Session Topic | | | |
| Module Name / Code | | | |
| Study Programme | | | |
| Study Level | Foundation | 1 st Year Degree | Pre-Master's |
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| Session Type | Lecture | Seminar | Small Group Tutorial |
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| Overall Aims / Learning Objectives of the Session | | | |
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Observation

Section B

This section should be **completed by the observer** during the session.

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| Observer Name | | | |
| Observer Position / Status | | | |
| Observation Type | Probation / Performance Review / Peer (amend as apt.) | | |
| Semester | | Observation Date | |
| Week of Semester | | Observation Time | |
| Session Duration | | Observation Duration | |
| Number of Learners Present | | Total Number of Registered Students | |

Aims and Learning Objectives

Considerations for Comments:

- *The overall aim of the session is clear and appropriate*
- *Learning objectives support the overall module outcomes*
- *Learning objectives are communicated clearly throughout the session*

Planning and Organisation

Considerations for Comments:

- *The lesson plan is clear and sufficiently detailed*
- *The lesson plan is appropriately structured and realistic in terms of time management*
- *The teacher is punctual and organised*
- *Time is well-utilised and a good pace is maintained throughout the session*
- *The session is placed within the broader context of the module / programme (linked to previous teaching sessions)*
- *The classroom and learning resources are used effectively (e.g. writing on the whiteboard is clearly set out, presentation slides are clear and appropriate)*

Teaching Methods and Content

Considerations for Comments:

- *A variety of teaching methods are used to promote learning*
- *The teaching methods used are appropriate for the level of the module, with differentiation displayed to account for varied student abilities*
- *The teacher emphasises and summarises key points*
- *The teacher checks understanding effectively and uses student mistakes constructively to facilitate learning*
- *The teacher encourages high standards of effort, accuracy and presentation in students*
- *The teacher shows a thorough knowledge of the subject content covered in the session*
- *The content is made interesting and supports the achievement of the learning objectives*

Delivery

Considerations for Comments:

- *The teacher speaks clearly – appropriate volume, pace and language grading (for international learners)*
- *The tone and style used are appropriate*
- *The teacher shows enthusiasm and maintains learners' interest throughout the session*
- *The teacher maintains eye contact and uses appropriate body language*

Student Participation and Engagement

Considerations for Comments:

- *The teacher maximises student interaction and participation (e.g. encouraging participation from non-contributing students, providing opportunities for students to ask questions and feedback)*
- *The teacher praises students regularly for effort and achievement*
- *The teacher maintains an appropriate level of class control and takes prompt action to address poor behaviour*
- *The teacher has a good rapport with students*

Additional Comments

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Post-Observation

Section C

This section should be **completed by the teacher** following the observed session.

What do you feel went well during your session?

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If you were teaching this topic/session again, what changes would you make?

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Are there any other comments you would like to make about the observed session?

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Section D

This section should be **completed and agreed upon by the observer and the teacher** at the post-observation meeting.

Good Practice Points for Sharing

Highlight any ways in which good practice observed during the session could be shared with other colleagues

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Action Points

Highlight any ways in which the teacher could continue to develop their practice

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Teacher Signature

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Date

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Observer Signature

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Date

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