

CPRQS5: Teaching Observation and CPRQS5_1: Teaching Observation Form

Document

Document Name	Teaching Observation
Responsible Owner	Academic Registry
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Brief Description of Policy	This document sets out the Navitas University Partnerships Europe (UPE) policy and procedure for Observation.

Version Control

Date	Version	Summary of changes	Approver
January 2023	2022/01	<ul style="list-style-type: none"> Initial policy version 	NUKH Academic Board
June 2024	2024_01	<ul style="list-style-type: none"> New template used 	NUKH Academic Board

Key Related Documents

Document Name	Location
QS05_01 Teaching Observation Form	College website, Policy HUB

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Introduction

This document sets out the Navitas University Partnerships Europe (UPE) policy and procedure for the Observation of Learning and Teaching. Navitas UPE has, as part of its corporate code of practice, a commitment to continuous improvement and the UPE College* network has demonstrated its adherence to this commitment through the implementation of an Observation of Learning and Teaching procedure in each College. Navitas UPE has a long history of, and commitment to, the provision of quality services and support to students. It recognises the importance of engaging students early in their learning experience and places immense value on the Student Voice. Working together with students, our teaching and support staff are committed to providing an education and student experience that is shaped, reviewed and enhanced in spirit of partnership and co-determination. It also includes the recommended Teaching Observation Form to be used in all observations in Appendix A.

**Please interpret 'College' as 'Campus' where applicable*

Observation Process

This policy and form may be used by senior staff or line managers as part of an academic's professional development cycle, or it may be used as part of the College's peer review procedure to share good practice.

It is recommended that academic teaching staff (labelled in this policy as 'teachers') have at least one observation as part of their initial probation period, while peer observations should take place at least once per year. Thereafter, the frequency of observation will be at the discretion of the College Director/Principal and will be based on a multitude of factors such as student feedback and module outcomes.

The observation process has three stages: pre-observation, observation and post-observation. All processes are to be recorded on the **QS05_01 Teaching Observation Form**.

Pre-Observation Stage

Prior to an observation, the observer and the observee (teacher) will arrange to meet to discuss and agree the following:

- The location, date, time and duration of the session to be observed

- The aims and objectives of the session to be observed
- Any potential difficulties anticipated by the observee
- Any aspects of the session on which the observee would welcome feedback
- The time and date for the post-observation meeting

After the pre-observation meeting, the observee should record the details of the session on the **QS05_01 Teaching Observation Form: Section A** and provide a copy for the observer along with any supporting documentation such as a lesson plan and handouts to be used during the session. The observer should read these closely prior to the observation, paying particular attention to any requests for specific feedback.

Observation Stage

The observer should arrive before the start of the session. At the start of the class, the students should be introduced to the observer, making clear that the observer is not there to observe them. During the observation the observer should:

- Be discreet and unobtrusive at all times, sitting behind students wherever possible
- Try to experience the session from the students' perspective as well as from that of a teaching colleague. This may include circulating the teaching space during student-based activities
- Take notes recording areas of good practice and areas which they feel could be improved

During the observation the observee should:

- Teach as usual, as if they were not being observed
- Refrain from involving the observer in the lesson

As part of the observation, the observer should complete the **QS05_01 Teaching Observation Form: Section B**, detailing any areas of good practice observed, and areas which could be improved. These observations should be expressed in objective and constructive terms together with suggestions for improvement whenever possible. This form should then be provided to the observee prior to the post-observation meeting.

Post-Observation Stage

Shortly after the session, the observee should complete the **QS05_01 Teaching Observation Form: Section C**, reflecting on the observed session.

Within a week of the observation, the observer and the observee should meet to debrief. They should ensure there is sufficient time given to thoroughly discuss the observed session. It is vital that both observer and observee treat this as a positive and developmental process, focusing on elements of good practice and constructive feedback.

The main objectives of the post-observation meeting are:

- For the observee to gain feedback on their teaching practice
- For the observee to ask the observer to explain any comments made on **QS05_01 Teaching Observation Form: Section B**
- For the observer and observee to agree on areas of good practice and how these could be disseminated to other teaching colleagues
- For the observer and observee to agree on areas for development and how these could be addressed

At the end of the post-observation meeting, the observer and observee should jointly complete the **QS05_01 Teaching Observation Form: Section D**. Both observer and observee should:

- Ensure that they reflect on the best ways to share good practice with other colleagues. Some suggestions are:
 - Invite other colleagues to also observe teaching
 - Offer to give a demonstration of good teaching practice to other colleagues. This could be especially useful if the good practice is based on using technology in the classroom
 - Propose to lead a session at a professional development workshop
 - Create a short handout to send to other academic staff
- Ensure that they agree on concrete action points for how the observee can continue to develop their teaching. Some suggestions are:
 - Concentrate on certain areas for improvement and consciously change teaching tactics in class
 - Concentrate on building new / different activities into lesson plans
 - Speak to other colleagues to give suggestions

- Ask whether they can observe other colleagues teaching
- Attend professional development workshops at the University Partner and/or at the College

Guidelines for Feedback

The observer should:

- *Listen to the observee* – first give the observee opportunity to talk about the observed session, what they felt went well, what they felt did not go so well, and how they felt about the comments made by the observer on the **QS05_01 Teaching Observation Form: Section B**
- *Be positive* – focus on giving positive feedback first, emphasising aspects of good practice. Even if there were negative elements, try and focus on the positive first. If the observee is new to teaching, it is particularly important to focus on the positive in order to build up confidence
- *Be specific* – give concrete examples from the observed session and try not to generalise. For example, instead of saying “You are good at giving explanations”, say “When you explained XX theory, the students clearly related to the examples you gave”
- *Be constructive* – approach areas for development in a constructive manner, having regard to the observee’s opinions, and highlighting practical ways in which these areas can be addressed
- *Be realistic* – do not provide commentary on every minute aspect of the observed session. Even if you do observe many areas for improvement, choose one or two areas for the observee to work on and give realistic and practical suggestions on how they can improve
- *Be objective* – always focus on process rather than personality. For example, try to avoid saying “If I were you, I would have done XX activity like this.....”. Instead, acknowledge that the observee may have a different teaching style and make sure your comments are sensitive to this

The observee should:

- Treat the post-observation meeting as a discussion rather than a summative assessment of their teaching
- Try to avoid being defensive about what happened during the observed session

- Value the opportunity to have an in-depth discussion about their teaching from a colleague who may be able to suggest ways of improving
- Appreciate that the observer will also have learned from observing the session and be willing to explain their approach and teaching methodology

Policy Review

This policy will be reviewed every two years unless there are internal or legislative changes that necessitate an earlier review.

CPRQS05_01 Teaching Observation Form

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.

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

Observation

Section B

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

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 activities are aligned with the intended learning outcomes of a module or programme or with professional body requirements*
- *Learning objectives are communicated clearly throughout the session, with a clear recap and check of knowledge learned*

Planning and Organisation

Considerations for Comments:

- *The lesson plan is clear and sufficiently detailed, 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: The teacher...

- *Uses a variety of teaching methods to promote opportunities for students to engage in problem-solving that reflects real-world scenarios*
- *Implements inclusive teaching strategies that address diverse learning needs and backgrounds accounting for varied student abilities*
- *Emphasises and summarises key points*
- *Checks understanding effectively and provides varied and actionable feedback to support different learning styles and improvement for learning and develop*
- *Encourages high standards of effort, accuracy and presentation in students*
- *Demonstrates a broad knowledge of professional or industry practice and requirements in teaching and/or supporting learning*
- *Effectively incorporates real-world examples to enhance understanding and relevance of the content, supporting the achievement of the learning objectives*

Delivery

Considerations for Comments: The teacher...

- *Speaks clearly using appropriate tone, style, volume, pace and language grading (for international learners)*
- *Uses non-verbal cues (gestures, facial expressions and body language) to enhance communication and engagement*
- *Promotes effective, safe and ethical uses of digital tools, technologies and resources for students, supporting learning, interaction and engagement*
- *Is responsive to students' needs and questions during the session*

Student Participation and Engagement

Considerations for Comments: The teacher...

- *Maximises student interaction, providing opportunities for participation (e.g. encouraging non-contributing students, opportunities for students to ask questions or give feedback) in discussions, group work and interactive activities*
- *Fosters a safe and inclusive environment where all students feel comfortable and valued when contributing to the class*
- *Promotes a culture of continuous improvement with students through praise, reflection and regular feedback*
- *Maintains an appropriate level of class control and takes prompt action to address poor behaviour*
- *Has a good rapport with students, respecting professional boundaries particularly when engaged in one-to-one activities, such as advising or supervision*
- *Confidently and effectively deals with issues that arise within teaching or support sessions*

Additional Comments

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?
If you were teaching this topic/session again, what changes would you make?
Are there any other comments you would like to make about the observed session?

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		Date	
Observer Signature		Date	