



# Teaching, Learning and Assessment Observation Policy | Procedures



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## 1. Introduction and Purpose

- 1.1 Geason Training aims to provide the highest standard teaching, learning and assessment experience for all learners in all aspects of teaching, training, learning and assessment to support them in reaching their progression and career goals.
- 1.2 The aim of the teaching, learning and assessment observation policy and procedure is to provide a framework within which the standards of teaching, learning and assessment can be evaluated and areas for development identified.
- 1.3 The observation of teaching, learning and assessment is an integral part of the quality assurance and self-assessment process and will be carried out within a culture of critical self-evaluation and support for continuous improvement.
- 1.4 The provision of consistently high standard teaching, learning and assessment should lead to improved attendance, retention and success for learners and support their progression to further study or employment.

## 2. Principles

- 2.1 The key principles that underpin the approach to the observation of teaching, learning, training and assessment are:
  - » Teaching, learning and assessment are at the heart of everything we do.
  - » Every learner, in every session, is entitled to the highest quality teaching, learning, training and assessment experience that we can provide.
  - » The experience of learners will be evaluated through the observation process.
  - » We will identify and acknowledge good practice and ensure that this is shared to help others to develop their practice.
  - » Areas for improvement and development will be identified through the process and appropriate support provided for individuals to improve their practice.
  - » Observations should be seen as a supportive process, aiming to ensure that all staff are equipped to deliver a high quality learning and training experience.

## 3. Objectives

- 3.1 The scheme has the following objectives:
  - » To highlight outstanding teaching, learning, training and assessment.
  - » To provide reference points and support to trainers and managers in the ongoing improvement of teaching, learning, training and assessment.
  - » To provide a measure of the quality of learning and teaching that is consistent with national norms.
  - » To contribute to the identification of individual and collective training and development needs.

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## 4. Scope

- 4.1 The policy and procedure is relevant to all teaching, learning, training and assessment sessions delivered by Geason staff. This includes classroom based sessions, practical or workshop sessions, group and individual sessions, work place assessments and reviews.
- 4.2 The observations will be carried out in accordance with the Common Inspection Framework 2015 (Sept 2018)

## 5. Procedure

- 5.1 Each member of staff will receive two observations (an IQA observation and a graded). In addition to these staff may also be involved in peer observations and focus observations to support the sharing of good practice.

## 6. Graded Observation

- 6.1 Graded observations will be conducted Oct 2018 to July 2019
- 6.2 Classroom based sessions, practical or workshop sessions, group and individual sessions, work place assessments and reviews will be subject to graded observations.
- 6.3 The observation will be a graded on the four point scale in line with the Common Inspections Framework 2015. (Sept 2018)

## 7. Responsibilities

- 7.1 CQTI Management and Leadership Team
  - » Ensure that the planning, conduct and reporting of graded observations conforms to the policy and procedure.
  - » Ensure that the planning, conduct and reporting of development observations conforms to the policy and procedure.
  - » Ensure that all staff carrying out observations receive timely and effective training and guidance to support the effective and accurate completion of the observation process.
  - » Ensure that observations are completed to schedule.
  - » Lead the moderation of observations and ensure that judgements are consistent with national norms.
  - » Analyse observations and report the outcomes to curriculum management teams and the Director Curriculum, Quality and People Transformation and Innovation.

- » Chair the meeting of the Geason Observation Team Meetings every 6 weeks.
- » Prepare and present quarterly progress reports, detailing the outcome of observations for the Management and Leadership Team.
- » Prepare and present quarterly progress reports for the Board.
- » Review the scheme annually to ensure its development in the light of a changing environment.

## 7.2 Observation team

### Graded observations

- » The graded observations will be completed by the Geason Observation Team.
- » The graded observation team will undergo an appropriate level of training prior to completing observations. This will include the observation process, recording the outcome of the observation, feeding back to the observee and identifying good practice and areas for development.

## 8. Conduct of Observations

- 8.1 Observees will be informed by email of the intention to observe a session 2 working days before the first of 5 possible days over which the observation will take place.
- 8.2 Arrangements for feedback should be agreed between the observer and observee before the end of the observation.
- 8.3 At the start of an observation the observee will give the observer a completed training plan, a scheme of work, any associated handouts.
- 8.4 It is important that observers adopt a standardised approach to the process.
- Observers should not disrupt the learning process within the session.
- An appropriate time to speak to learners about the session should be sought.

During the observation, the observer will review:

- » learners' work including marked work,
- » the teaching materials and their use by learners,
- » the use of technology to deliver and assess and extend learning
- » the promotion of equality and diversity,
- » the embedding and development of English and maths,
- » related documentation including scheme of work, session plan, group profile and progress tracking.
- » review attendance
- » the effectiveness of additional learning support.

Observers will observe a lesson for a minimum of 30 minutes before making a grading judgement. There is no maximum time for an observation.

- » The outcome of the observation should be recorded on the standard form.
- » During an observation observers will note strengths, areas for development and exemplary practice in any areas of special focus.
- » All graded observations will receive a grade based on the four point scale:
- » 1 – outstanding o 2 – good o 3– requires improvement o 4- inadequate Observers should remain objective during the session.
- » Respect and courtesy for staff and learners should be maintained throughout the process.

## 9. On completion of the observation

- 9.1 The observer will give provisional feedback to the observee at the earliest mutually convenient time the same day. If this is impossible, feedback will be given before the end of the following working day or as soon as possible thereafter dependent upon working hours. A provisional observation grade will be given during the feedback.
- 9.2 When a lesson has been graded 1 or 2 the observee will discuss the observation feedback with their Manager and agree development plans which will be incorporated into ongoing performance management. There will be no further graded observation of lessons taught by these delivery staff in the current cycle although they will be encouraged to allow colleagues to observe their teaching as part of peer observation.
- 9.3 When a lesson has been graded 3 or 4, the observee will agree an action plan with their Manager, addressing the areas for improvement identified in the observation report. The action plan must be completed and returned to the CQTI Management and Leadership Team within 5 working days of the end of the observation round. A re-observation will be carried out by a member of the graded observation team on completion of the action plan.
- 9.4 Re-observations will normally be carried out within 6 working weeks of the original observation.
- 9.5 Where a re-observed lesson is graded 4 the observee will be referred to the first stage of Geason's capability procedure.

## 10. Moderation

- 10.1 Graded observations will be subject to a moderation process.

## 11 Reporting

- 11.1 All observation reports will be issued to the observee and their manager 5 working days following the completion of the observation.
- 11.2 Where moderation has led to a significant change to the observation report an observee may contact the Quality Manager for further feedback.

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- 11.3 The designated observation lead will circulate a summary report on the outcomes of a round within 7 working days of the observation weekend. The summary report will not identify individual delivery staff.
- 11.4 Observers may from time to time append to summary reports examples of exemplary practice in areas of special focus – Use of ICT, Equality & Diversity, Student-led lessons, etc. In celebrating and sharing excellence this appendix may identify individual teachers.

## 12. Appeals

- 12.1 Appeals may be made by observees on the following grounds where informal discussions have failed to resolve their concerns:
- » failure to adhere to the observation scheme
  - » judgements are not based on the Common Inspection Framework
  - » lesson observation action plans are unreasonable
- 12.2 Appeals will only be considered where the outcome may have a significant impact on observation judgements or follow-up.
- 12.3 Appeals should be made to the Quality Manager in writing within 5 working days of the event leading to the appeal. Appeals may be made at any stage of the observation process. Where the appeal is made against an observation carried out by the Quality Manager, then the appeal will should be made to the Director Curriculum, Quality and People Transformation and Innovation.
- 12.4 The Quality Manager or nominee will discuss the appeal with those involved and attempt to resolve matters. Where necessary, the Quality Manager will form an Appeals Panel. The Panel will consider all aspects of the appeal and come to a decision based on a majority verdict. The decision of the Appeals Panel is final and will be communicated in writing to the observee within 10 working days of the appeal process concluding.

## 13. Monitoring

- 13.1 The CQTI Management and Leadership Team are responsible for ensuring that all staff have been observed during the year and that observations cover the range of provision within the curriculum.
- 13.2 The CQTI Management and Leadership Team are responsible for ensuring that appropriate support, is in place to enable staff to develop their skills and deliver a consistently high standard learning experience.
- 13.3 A sample of observation feedback reports will be moderated by the observation team prior to being shared with the observee to ensure consistency of practice and grading.
- 13.4 The results of graded observations will be discussed during performance reviews and will link to objective setting and planning continuing professional development.

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## 14. Confidentiality

- 14.1 The outcomes of individual observations will only be shared with those with specified roles in supporting the development of outstanding practice. Under most circumstances observation reports are confidential to the observer, observee and their line managers.
- 14.2 All observation reports and related documents must be stored securely.