

Kirklees Adult & Community Learning

OBSERVATION OF TEACHING, LEARNING AND ASSESSMENT: POLICY AND PROCEDURES

Aims

The principal aims of observations are:

- To improve teaching, learning and assessment
- To improve the learner experience
- To improve outcomes for learners

The results of the observations contribute to self-assessment and quality improvement.

Policy

- Kirklees Council Adult and Community Learning operates no notice observations. The quality manager has oversight of the observation process and is assisted by Kirklees Learning Partners.
- Observers are experienced practitioners, and all have expertise in undertaking observation of teaching, learning and assessment.
- All tutors are visited once in 12 months as a minimum.
- All new tutors are visited within 6 weeks of the start of course delivery for a developmental learning walk and within 3 months for a formal observation.
- The criteria for observations are taken from the *common inspection framework; education, skills and early years (2015)* and from *the further education and skills inspection handbook (2015)*. Tutors and managers need to familiarise themselves with Sections B and C of the framework (and related guidance).
- Lessons are graded and may feed in to a provider's appraisal processes and procedures.
- The manager and tutor receive a copy of the written observation report within **7 working days**. There are spaces on the observation report for the tutor and manager to add their comments. Once comments have been added the completed forms are to be returned to the monitoring officer **within 7 working days of receipt**.
- In all cases the tutor and line manager will be expected to address the areas for development and key questions to address identified in the observation report, and formulate an action plan. Progress on the action plans will be followed up at the next monitoring visit with managers, and will be followed up by the observer at the next observation of teaching, learning and assessment. These will then be followed up at the next monitoring visit with managers and will be followed up by the observer at the next observation of teaching, learning and assessment.
- If there are serious areas for concern Kirklees Council monitoring officers will arrange a meeting between the tutor's line manager and Kirklees Council's Adult and Community Learning manager or Quality Manager to agree a plan of action for the tutor to ensure that appropriate arrangements for support are in place and to ensure the needs of the learners are being addressed. The line manager will then discuss the action plan with the tutor and provide any necessary support. Following support a further **joint observation** will be arranged by the tutor's line manager and an observer. When the tutor is re-observed the observer will report on progress against the identified areas for development from the previous observation report and the tutor's action plan, where this is appropriate. Improvements are required within a structured timeframe in order for the tutor to continue to teach for Kirklees Council's funded provision.
- The observation team will moderate reports to standardise and assure the judgements of the observers. The process will help to identify good practice and training needs.

Procedures

- No visit will last less than 45 minutes and may last anywhere up to 2 hours to allow for scrutiny of records and collection of learner voice.
- The observer will have relevant identification and expects this to be checked. They also expect to be asked to sign in using the register.
- During the visit the observer expects to have the opportunity to talk to learners
- During the visit the observer will be introduced to the learners by the tutor and expects to see:
 - A completed risk assessment for the session
 - The register (marked and completed for the session)
 - A scheme of work and session plan
 - Learner journals and ILPs
 - A course file
 - Learners' work including tutor feedback on the work
 - Learning resources
 - Learners' profiles
- Tutors will receive verbal feedback as soon as is practicable. This may be at the end of the visit or at a time which is mutually agreeable to both parties. A copy of the written observation report will be provided to tutors within 7 working days of the visit.

Feedback and appeals

The observation team and quality manager welcome comments and feedback from tutors and managers following observation, as this will help to inform and improve our practice. A space is provided on the observation report for tutors and managers to add their comments. Tutors can appeal against the conduct and processes of the observation. The appeal should provide reasons for the appeal in respect of the observation process (the conduct of the observation, completion of the observation report and/or observation feedback procedures.). An appeal should be made to the tutor's line manager no later than 5 working days following receipt of verbal and written feedback.

If the appeal is upheld the tutor's line manager will arrange with the quality manager for a re-observation of the tutor delivering to a similar class. This will be arranged as soon as is practicable. The re-observation will be conducted by a different member of the observation team. The report from the re-observation will be the one which is added to the central records held by Kirklees Council.

Date of Last review: 12 September 2016

Date of Next Review: June/July 2017