

## 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 <sup>st</sup> 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 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

--

## 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*

--

#### Action Points

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

--

<b>Teacher Signature</b>		<b>Date</b>	
<b>Observer Signature</b>		<b>Date</b>	