

PLANNING and DEVELOPMENT CLASSROOM OBSERVATION GUIDELINE

School: Teacher: Class: Date:

ELA observed: Major Theme:

DIMENSION	REF	COMMENT
Planning		
Linkage between scheme, LTP, unit plan & workbook		
AO's , LI's and skills stated		
Evidence of structured learning experiences – uses a variety of learning modes and resources		
Awareness of students with special needs – notes, planning. Inclusive approach, not just working with TA.		
Evidence of special learning needs (IEP's) grouping, different ability levels		
Evidence that plan is current (check dates)		
Evidence of review and evaluation – Data analysis (formal/ informal)		
Learning and Teaching		
LI's for lesson clearly stated – verbal or written for students		
Evidence of prepared resources and time management		
Evidence of constructive teacher feedback to students – Next steps provided		
Provides a range of learning activities designed to meet student needs and interests		
Students active in self-assessment and peer-assessment		
Learning focus around ICT		
Evidence of homework as per school policy		
Assessment		
Assessment data linked to planned LI's – recorded with dates		
Evidence of formative assessment tools being used		
Achievement analysed and used for future planning		
Evidence retained and linked to assessment		
Classroom Environment		
A "cared for" working environment – clean, organised and vibrant		
Student work on display in classroom – Current. Art in classrooms - % of teacher generated, % of student generated. Minimal templates and colouring in		
Evidence of understanding learning from a 'little person's' level - Displays at students height, interactive, students space		
Emergency info and rules on display - (<i>evidence of drill in class/school documentation</i>)		
Student Management		
Appropriate language, tone and manner of teacher to students		
Approachable – students seek assistance and help		
Evidence of classroom routines – <i>written, verbal or visual</i>		
Supportive learning environment		
Attendance register (age @ 1 Jan, classification, weekly & term balancing, , withdrawals/admissions in remarks column)		
PDS – on track with timeline of observations & evidence?		

Notes from Observation:

Review Officer Signature