Observation guidelines

### Observer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Person being observed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Some brief notes on successful observation of novice teachers:

* Do plan in advance where the observer will sit and whether you will introduce them to the students. You may want to make it clear to students that they are not being judged
* Finding out what you do well is as useful as finding out what is not going so well. Do ask for and give positive feedback
* It is very easy for the observer to watch the teacher, but it is usually more helpful for the observer to focus on student behaviour. This is because if the observer and person being observed share a disciplinary background, the observer may easily understand aspects of the session which are not so clear to students
* There are many different approaches to teaching and for very valid reasons you and your observer may not always agree. This is why we suggest that the person being observed specifically directs the focus of the observer, and that the observer notes for later discussion any strategies that they have never tried
* It is best to have a discussion about the observation within 24 hours of the observation taking place – preferably immediately afterwards.

### This section is for the person being observed (to be filled in by the novice teacher in advance of the session)

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| **Course/session title**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Number of students**:\_\_\_\_\_\_\_\_\_\_\_\_ **Course year**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. What do you hope to achieve in this session? 2. What do you expect students to gain from the session? 3. Do you have any comments for the observer about how you expect the session to unfold? For example, have the students been studying this topic already? Have students been asked to prepare in advance of the class? Is this a group you know well?) 4. What specific aspects would you like to be observed or get feedback on? For example, are you trying out an approach for the first time? Would you like the observer to watch for something that you won’t be able to easily observe? Is there a particular concept you really want students to grasp? |

### This section is for the observer to fill in during/straight after the session. It should act as the basis for post-observation discussion

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| 1. In your opinion, are the students likely to have gained what the tutor expected them to achieve? Did you note any differences between students in the class? 2. Highlight what the tutor did particularly well during the session 3. Give feedback on the particular aspects of the session that the tutor wanted you to observe 4. Do you have any other comments or feedback about the session? |