

Lesson Observation, "Feedback", and Target-setting

How can I record a lesson when I am observing it?

Recording observations:

- 1. Identify actual events and evidence, rather than interpretations.** E.g. '¾ of the ch. put hands up', rather than 'this went well'.

Then, after the lesson, before you feed back in detail. (n.b. it can be useful to briefly pick out the positives straight after the lesson but give yourselves 24 hours before the more detailed feedback discussion session):-

2. On your record:

- Identify positives (e.g. ✓ & underline) and the evidence for them
 - Identify development points (e.g. → & underline)
 - Prioritise up to 3 development points (e.g. **1, 2, 3**)
- Turn development points into open questions. E.g. very open, like "What point would you like to take up from that lesson?" Or be more selective: describe something that happened and ask "Can we explore your thinking about that?"
 - Turn development points into more generalised targets and identify strategies for achieving them. E.g. rather than "in that lesson you could have used the IWB to" try to explore where the IWB might be used in all lessons most usefully, and how the student/colleague might access information most expediently to help identify what's available for the IWB.

Giving "Feedback":

- 1. Begin with the positives/strengths.** Phrase these in terms of evidence, rather than "I liked". Is the trainee able to recognise their own strengths – open questions to explore that might be asked in subsequent sessions: e.g. "What were you pleased with in that lesson?".
- 2. Give an overall assessment of profile and prediction in terms of the Q Standards and pass levels.**

- 3. Ask open questions to see if trainee can elucidate development points, and understand them and identify strategies to achieve them.** (nb beware only asking questions of areas for development).
- 4. Summarise the targets and strategies in general forms, which apply to many lessons.**
- 5. Identify next foci Q Standards for observation.** (Nb this might come from your separate general weekly review meeting when the overall profile is evaluated, and again might better be done by the trainee).