



OBSERVATION AND TARGET SETTING POLICY

INTRODUCTION

The management are always monitoring every aspect of nursery life, talking with key workers, support staff, parents and children; evaluating the quality of provision across the setting for all pupils.

As part of this process, at Little Wonders Nursery we continually monitor and evaluate the quality of teaching and learning to ensure that it is consistent with whole setting policies and most importantly children learn and make the best progress they possibly can.

AIMS

- Create a setting where there are the highest standards of teaching and learning.
- Monitor the quality of teaching and learning within the setting.
- Provide quality feedback to all staff about the delivery of their lesson.
- To contribute to CPD by providing an opportunity for teachers to reflect on their own practice and effectiveness and to develop their own skills
- Promote a culture of sharing professional expertise.
- Disseminate good practice throughout the setting.
- Identify areas for development.
- Provide individual and whole setting training where appropriate.
- To provide evidence for performance management, threshold and internal reviewing procedures and systems

OBJECTIVES

We will achieve our aims by:

- Arranging appropriate training for staff in all aspects of lesson observation.
- Securing whole setting agreement on standards of teaching and learning.
- Ensuring that all staff are seen teaching at least once a term.
- Ensuring consistency of observation by using an agreed lesson observation sheet (see Appendix)
- Focusing on positive elements of teaching whilst providing advice on improvement.
- Ensuring that good quality teaching is to be recognised and praised and good practice shared throughout the setting.

We aim for teaching to be Outstanding and use the results of classroom observations to evaluate our success in fulfilling this aim.

The management is committed to ensuring that classroom observation is a manageable, developmental and supportive process, conducive to the learning needs of staff and quality outcomes for all pupils. Those involved in the process will:

- carry out the role with professionalism, integrity and courtesy;
- seek to reach agreement in advance on classroom observation to be carried out;



- evaluate objectively;
- report accurately and fairly; and
- Respect the confidentiality of the information gained.

FORMAL OBSERVATIONS

- Keyworkers will be provided with at least 2 weeks of notice prior to an observation.
- The Keyworker will provide a lesson plan using the agreed lesson planning sheet. The only exception will be in the case of trainees from other establishments.
- The agreed lesson observation record sheet will be used to record all formal observations, except in the case of trainees from other establishments.
- The observer will arrive at start of the lesson and the observation will generally last for a whole lesson –approximately one hour.
- Judgments and gradings made during a formal observation will be related to the Ofsted guidance

Maximum periods and occasions of observation

Classroom observation for the purposes of performance management will be limited to one observation per keyworker per term, of a maximum of 30 minutes in length per performance management cycle, except in exceptional circumstances. Those exceptional circumstances are where the keyworker chooses to request a further observation, or where concerns have been raised about a keyworker's performance which require further observation to take place. Keyworker's judged to be satisfactory will receive on going observations until they meet the 'good' criteria.

Preparations for observations

In keeping with the setting's commitment to supportive and developmental classroom observation, the date and time of observations conducted for the purposes of performance management or for the evaluation of standards of teaching and learning (or for both purposes) will be notified in advance. Every effort will be made for observation to be conducted at an agreed time.

Before any performance management observation is conducted, there will be an opportunity to meet SLT in order that the context of the lesson to be observed or targets can be discussed.

Conduct of the observer

All who observe lessons will be discreet and, as far as is possible, will ensure that their presence does not significantly change the normal teaching and learning context.

In all cases the observer will be subject to the code of conduct re the confidentiality of the outcomes, and will be expected to provide a feedback based upon sound evidence. Written feedback will be stored in accordance with the setting's protocols. Any additional notes will be destroyed, in accordance with Freedom of Information Act requirements.



There may be occasions when a member of staff is observed by two or three observers at the same time. Multiple observation will be carried out in as discreet a manner as possible, and the purpose of this observation will be reasonable and explained to the member of staff beforehand.

FEEDBACK & TARGET SETTING

For joint observations, it is useful to leave time for observers to discuss / agree their findings before giving the oral feedback. They will need to agree on the strengths and points for development and identify any questions required for issues that need clarification.

Verbal Feedback:

- Verbal feedback will be given by the end of the week.
- When giving the feedback, the observer will keep the discussion as positive as possible and ensure that strengths of the lesson are given.
- The keyworker will be given clear feedback about the aspects for his / her development and an outline of what he or she needs to do to improve (i.e. strategies).
- The keyworker may correct any factual errors on the part of the observer and this should be considered when the written feedback is given.

Written Feedback:

- The written record of feedback will include the date on which the observation took place, the lesson observed and the length of the observation.
- When writing the feedback, the observer will write up the key points of the lesson observation as 'strengths' and 'areas for development', with appropriate evidence.
- Verbal and written feedback will not vary, apart from adjusting the factual errors from verbal feedback.
- No written notes in addition to the written feedback will be kept.
- Keyworkers will have access to all written accounts of the observation after their lessons.
- If a keyworker and an observer differ on the quality of the lesson outcome, this will be recorded.

Disputes regarding observations

In the event of a difference of opinion relating to the conduct of an observation, or to the judgment grading of the lesson observed, the Manager and another SLT member will review the dispute. If the situation cannot be resolved, the Manager will conduct a second observation and all records pertaining to the original observation, will be destroyed.

INFORMAL OBSERVATIONS – 'LEARNING WALKS'

'Learning walks' (including other short visits to classes) may take place in order to collect evidence about teaching and learning, evidence of progress and areas for development. They are intended to be developmental and constructive rather than judgemental and are a whole-setting improvement activity.



- Formal Observations are agreed between the observer and the keyworker. However, 'drop-in/Learning walks' will happen on a regular basis as they form part of the expectation of SLT.
- Evidence obtained through Learning Walks will form the basis of future target setting
- Keyworker's will have agreed a focus for the observation. Observation will be judged on all strands, keyworker will be reminded to pay attention to area for development highlighted from previous observation.
- 'Learning walks' will be conducted with minimum disruption to keyworkers and pupils.
- 'Learning walks' will be undertaken in a supportive and professional manner.
- Those keyworkers whose classes are visited will be given the opportunity to see any written records which have been made during the 'learning walk'.
- Following 'learning walks' regular reviews will be held with all staff and future targets will be set.
- Targets will be agreed with keyworkers so that they know the focus of the learning walk so that they work towards that target or organise their classes accordingly.