



## **Rush Common School Professional Practice Document (“PPD”) For Monitoring and Observation in School**

### **1) Introduction**

1.1) Observation and monitoring activities at Rush Common School form an essential part of a process of continuous self-review and improvement. The activities are designed to raise standards in teaching and learning by:

- providing useful management information;
- utilising and sharing available expertise;
- encouraging mutual support and guidance;
- providing opportunities for professional development;
- encouraging a culture of ambition for improvement.

1.2) Those involved in delivering the process will:

- carry out the role with professionalism, integrity and courtesy;
- seek to reach agreement in advance on how classroom observations will be carried out;
- evaluate objectively; and
- report accurately and fairly.

### **2) Confidentiality**

2.1) All those engaged in observation and monitoring must respect the confidentiality of the information gathered and the judgements made.

2.2) Data from observation and monitoring must be presented in a way that does not identify individual members of staff.

### **3) Observation and monitoring calendar**

3.1) The observation and monitoring calendar (Appendix) sets out the pattern of observation and monitoring through the year. This schedule will be reviewed annually and class teachers will be consulted on the pattern and frequency.

3.2) The observation time will total to no more than 3 hours per year. For teachers on a formal capability procedure the support offered to the teacher will include a clearly defined amount of classroom observation with structured oral and written feedback. The amount of observation will be discussed with the teacher.

#### **4) Code of conduct for classroom observations**

- 4.1) Apart from occasional unannounced visits by the Head Teacher, all classroom observations must be arranged beforehand, in accordance with the Observation and Monitoring Calendar.
- 4.2) The member of staff being observed must be aware of the focus of the visit and the relevant criteria for assessment. (See 7 below.)
- 4.3) The observer must carry out the task with honesty, courtesy and sensitivity.
- 4.4) The observer must provide oral and written feedback to the person observed and this will be provided no later than 5 days after the observation. A copy of the written feedback must be given to the Head Teacher. It is the observer's responsibility to arrange a suitable time for oral feedback.
- 4.5) All involved in the process may, at any time, request a meeting with the Head Teacher, or when the Head Teacher is the observer, the Board of Directors.

#### **5) Code of conduct for monitoring of planning and assessment**

- 5.1) All monitoring of planning and assessment will be done with the knowledge of the teacher(s) involved.
- 5.2) Requests for access to planning and assessment files must be sensitive to the needs of the teacher(s) concerned.
- 5.3) Written feedback must be provided, with a copy given to the Head Teacher.

#### **6) Code of conduct for monitoring pupils' work**

- 6.1) All monitoring of pupils' work will be done with the knowledge of the teacher(s) involved.
- 6.2) Requests for access to pupils' work must be sensitive to the needs of the teacher(s) and children concerned.
- 6.3) Written feedback must be provided, with a copy given to the Head Teacher.
- 6.4) Those monitoring must not make marks, or comments, on children's work.

#### **7) Performance management**

- 7.1) The member of staff being observed must be informed if a lesson observation is to be used to inform a judgement about progress against previously agreed objectives.

## 8) Review of this PPD

The Senior Leadership Team reviews the PPD every 3 years. It may however review the PPD earlier, if required.

Approved by the Senior Leadership Team meeting on 27<sup>th</sup> June 2014

Signed..... Headteacher

Review Date: June 2017

### ANNUAL CALENDAR FOR OBSERVATION AND MONITORING

#### 1) Introduction

All classroom observations and other monitoring must be undertaken with regard to the relevant school policies. The word 'Term' refers to a term in the six term year.

#### 2) Monitoring by Headteacher

- Informal, unannounced, brief visits to classroom from time to time
- Classroom observations in all classes in terms 1, 3 and 5 either with or without a member of the senior leadership team.
- Scrutiny of class teachers' planning and assessment files in terms 1, 3 and 5/6
- Scrutiny of work from all classes in terms 2, 4 and 6
- Monitoring and analysis of pupil progress data

#### 3) Monitoring by core subject leaders

- One classroom observation per class per year – carried out in terms 2, 4 & 6
- Scrutiny of medium term planning at start of terms 1, 3 and 5
- Termly scrutiny of a sample of children's books
- Triangulation exercise by English and maths subject leaders in terms 2, 4 & 6
- Monitoring and analysis of pupil progress data in the relevant subject

#### 4) Monitoring by phase leaders

- One classroom observation per team member per year
- Monitoring planning, marking and learning environment during area meetings
- Monitoring and analysis of pupil progress data for classes in the team

#### 5) Monitoring by foundation subject leaders

- Scrutiny of medium term planning at start of terms 1, 3 and 5
- Monitoring walks in terms 2, 4 & 6

- 6) Observation, work scrutiny etc. for monitoring**  
From time to time staff may visit each other's classrooms, possibly in pairs and/or joined by the Headteacher, or a local authority consultant, as part of the professional development of the observer. Similarly, staff may undertake scrutiny of planning, assessment records and pupils' work.
- 7) Observation and monitoring by NQT mentors**  
Observation and monitoring by NQT mentors will take place according to current regulations.
- 8) Classroom observation by Directors**  
All governors are invited to observe lessons in order to more fully understand the work of the school. Such observations must be arranged in advance with the head teacher, must take account of the arrangements in this calendar and must comply with the school policy 'Directors' Visits to School'.
- 9) Local Authority reviews**  
In order to comply with its statutory duties, representatives of the local authority may, from time to time, carry out a review of the work of the school. This may include classroom observations, work scrutiny and inspection of planning and assessment documents.
- 10) Ofsted**  
Ofsted inspectors will carry out observations, interviews and scrutinies during inspections and monitoring visits.
- 11) Additional observation and monitoring**  
This calendar sets out the anticipated pattern of observation and monitoring from the school. The Headteacher reserves the right to carry out, or direct others to carry out, additional activities, as required by circumstances.