

**Policy for annual observation of Teaching Practice at the University of West London**

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| **Responsibility of** | Human Resources |
| **Approval Date** | July 2018 |
| **Review Date** |  |
| **Approved by** | **Vice-Chancellor’s Executive** |
| **Consultation with** | ExPERT Academy |
| **Impact Assessment:** | |

1. **Overview**

1.1 With the introduction of the Teaching Excellence and Student Outcomes Framework (TEF), we need to be able to demonstrate that our staff are offering an outstanding learning experience to all our students.

1.2 In addition, all those who teach on a recognised apprenticeship programme are required by Ofsted to undergo an annual teaching practice observation.

1.3 UWL currently undertakes teaching observations but these are done differently in each school and the monitoring is relatively superficial

1.4 In order to ensure compliance with external quality assessment regimes, this policy describes how observation of academic practice will be implemented across the institution and how it dovetails with the Academic Development and Mentoring programme (ADAM) which operates on a three-year cycle for all academic staff and involves a mentor-mentee relationship designed to enhance practice.

1. **Definitions**

2.1 The Observer is the individual undertaking the observation of a colleagues teaching practice.

2.2 The Participant is the individual being observed.

2.3 The School refers to all academic units (schools and colleges within UWL) and any professional departments who engage in substantive teaching activities.

2.4. School executive refers to those in senior positions responsible for managing and directing the activities of the school/college.

**3.0 Annual observation process**

3.1 The annual observation will be undertaken by a member of the individual School Executive.

3.2 All those to be observed will have access to the paperwork and instructions on how the observation will be carried out

*3.3 The* observer and participant must meet to discuss the participants teaching performance and to agree when the observation and debriefing meeting will take place.

3.4 The observation must last at least one hour during which the observer completes the appraisal grid and takes additional notes to inform the debriefing meeting.

3.5 The observer should introduce themselves to the students at the start of the observation.

3.6 The debriefing meeting must occur within 24 hours of the observation. The observer and participant will discuss the teaching session and explore any commendations, conditions or recommendations for the participant. The participant should receive a copy of the appraisal grid and an anonymised version sent to the ExPERT Academy to inform CPD developments.

3.7 The observer and participant agree the development plan, a copy of which is provided to the participant, their line manager (where (s)he is not the observer) and the HoS/HoC to inform their required reports to the Learning Teaching and Assessment Committee.

1. **Being observed**

4.1 All those who teach must be observed once a year within their school and must engage with the ADAM process once every three years. If part of ADAM in that year, they can forego the annual observation

4.2 Outcomes of the annual observation process will be used to provide required data for quality assessment and CPD developments.

4.3. Where a development need is identified, the participant must demonstrate completion of that development within the agreed timeframe. It is the line managers responsibility to discuss this at the participants appraisal meeting.

4.4 Where there are interpersonal difficulties between observer and participant, the participant has the right to request an independent observer via the *Head of School.*

4.5 The focus of subsequent observations will explore if the individual’s development needs have been met.

**5.0 Compliance**

5.1 The *Head of School* will be responsible for submitting reports (which will take the form of a spreadsheet) on the number of staff eligible for observation, the number completed, the number referred for further development, the completion of that development and the outcome of the follow up observation.

1. **Training**

6.1 All Observers will undergo mandatory training by the ExPERT Academy prior to commencing any observations.

6.2 Follow-up development and support will be available from the College of Mentors, ExPERT Academy and from the Teaching Hub if required.

6.3 Annual updating will be provided when necessary