# Teaching Observation: Developmental plan

**Observer:** **Participant:**

Module: Course Title:

**Module/Course Leader: YES / NO**

Date: Time:

Number of Students: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Academic Level: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No. times session taught previously: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No. of others teaching module:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This form is designed to record the commendations, conditions and recommendations agreed between you and the participant immediately after their classroom observation. A copy should be provided to the **participant**, **the participant’s line manager (where that is not you) and the Head of School/College.** An anonymised version (with all the information marked in blue above removed) should be sent to the ExPERT Academy to inform staff development activities.

**Teaching Observation : Developmental Plan**

The Developmental Plan agreed between you and your participant must be the result of open, non-judgmental discussions. Your participant may ask you for your expertise and opinion.

The plan is informed by the views of both you and your participant of their professional practice and also by the appreciative inquiry that occurs at the debriefing session.

The completed, plan is **sent to the participants line manager (where that is not you) and the Head of School/College**. An anonymised version must be sent to the ExPERT Academy to inform staff development activities.

It is the **responsibility of a participants line manager** to ensure the development plan is completed and they can contact the ExPERT Academy for advice about where support can be obtained.

**Teaching Observation Developmental Plan**

Participant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please remove this information when sending to the ExPERT Academy)

Observer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please remove this information when sending to the ExPERT Academy)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Issue | Proposed Action  | Rationale | Others involved | Indicative Timescale |
| Examples |
| 1 | Class observation- student disruption which hampered learning | Undertake development on handling difficult situations (Recommendation) | A faster way of defusing inappropriate student behaviour will improve the learning environment | HoD, EA ,HR | January 2018 |
| 2 | Online resources – VLE; not easy to find relevant materials for specific session | Undertake some Blackboard training to provide a more intuitive structure for the module support materials (Condition) | Ease of finding resources will encourage student engagement and legitimate need to work with other students online; will encourage a sense of belonging and therefore engagement.  | EA; TEL team | Sep 2018 |
| 3 | Poll everywhere – outstanding use of poll everywhere resulting in great student engagement | Present a case study at the annual conference; join a special interest group; write an action research paper for publication (Commendation/Recommendation)  | Supporting other colleagues to enhance their students’ engagement by sharing your good practice.  | EA | Optional |
| Fill in below – numbers of actions will vary between observations from none to as many as the observer deems suitable and achievable. Add additional rows as required. |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |

**Any additional notes should be provided below:**

**Is further observation needed? Yes/No**

**If the answer is Yes, the observer and participant must arrange the following:**

**Date of next meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of next Observation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I confirm that this is an accurate record of the agreed conditions, recommendations and commendations discussed in the debriefing session:**

Observer signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Participants signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of completion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please remove the signatures above when sending to the ExPERT Academy)