Reflecting on practice with colleagues

Appendix 2: Direct observation of teaching pro-forma

The purpose of this pro-forma is to encourage reflective, explorative and supportive conversations about direct observations of teaching. It is designed to be **completed by the facilitator** and **retained by the practitioner**.

**Use of this pro-forma is** **optional**. Schools/colleagues may wish to adapt it to suit their context. Following a direct observation of teaching, practitioners should complete the local online reporting form available from their School Director of Teaching and Learning (or their nominee).

The prompts for dialogue below are referenced against the [UK Professional Standards Framework (UKPSF)](https://www.advance-he.ac.uk/guidance/teaching-and-learning/ukpsf). This is to assist practitioners with providing evidence of engagement with the UKPSF for applications via the FLAIR CPD Scheme. Facilitators/practitioners are not required to be familiar with the UKPSF for the purposes of completing this form.

|  |  |  |  |
| --- | --- | --- | --- |
| Facilitator: |  | Practitioner: |  |
| Observation date: |  | Module: |  |
| Length and type of session: |  | Length of observation: |  |
| Level of students: |  | Number of Students: |  |

|  |
| --- |
| Feedback on topics specifically requested by the practitioner |
|  |
| Other feedback |
|  |
| Agreed actions |
|  |

Please comment on strengths and areas for enhancement, particularly in relation to the learning outcomes.

|  |  |  |
| --- | --- | --- |
| Prompts | Strengths | Areas for enhancement |
| **Introducing the session to the students**  (Evidencing UKPSF A1) |  |  |
| **Planning, structure and organisation**  (Evidencing UKPSF A1, K3) |  |  |
| **Content**  (Evidencing UKPSF A2, K1) |  |  |
| **Methods and approaches**  (Evidencing UKPSF A2, K2) |  |  |
| **Delivery and pace**  (Evidencing UKPSF A2, A4) |  |  |
| **Student participation and engagement in learning**  (Evidencing UKPSF A4, V2) |  |  |
| **Use of learning environment**  (Evidencing UKPSF A4) |  |  |
| **Equality of opportunity for individual learners and diverse learning communities**  (Evidencing UKPSF V1, V2) |  |  |
| Assessment and Evaluation  (Evidencing UKPSF A3, K5 A5) |  |  |