

Observation Policy

Updated: December 2015

Next revision date: December 2016

1. Objectives

- 1.1. To improve the quality of provision for the Learner.
- 1.2. To improve the quality of learning and teaching/training.
- 1.3. To observe tutors delivering their courses as part of Develop's monitoring and evaluation procedures.
- 1.4. To actively promote the principles of lesson observation in line with Ofsted recommendations.
- 1.5. To work in partnership with learners and providers to ensure consistency of approach to observation.
- 1.6. To ensure that key strands are properly addressed within teaching and learning across a period of time: IAG, Safeguarding, Equality & Diversity etc.

2. Scope

- 2.1. To cover all activities carried out by Develop.
- 2.2. All Develop learners on all programmes will be observed according to a timetable which ensures that all tutors are observed at least once a year.

3. Key Principles

- 3.1. In order to ensure consistently high standards it will be necessary to observe all teaching staff and providers at least once a year although the type of activity they are observed carrying out may differ from observation to observation
- 3.2. The three stages: Learning, Induction and Review will be looked at in rotation with all staff, ensuring that all three are observed in each setting at least once a year.
- 3.3. All observations will be graded. This will assist with the tracking of trends to assist quality improvement.

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- 3.4. Where teaching staff are only available for observation at a specific order or for a very short time, Develop will sample observations across the programme in question. All teaching staff should be observed in the course of a three year period where involvement is only occasional.
- 3.5. Develop will work with sub-contracted providers to ensure that Develop's observation procedures are followed as closely as possible and that all observations are carried out professionally and with discretion.
- 3.6. Observations will be standardised through a moderation process led by the CEO

4. Staff Responsibility

- 4.1. All teaching staff or staffs managing programmes involving teaching and learning.
- 4.2. CEO has overall responsibility for all matters relating to observation
- 4.3. The day to day responsibility of Develop's observation policy is delegated to the Deputy CEO who will ensure that:-
 - a. Staff are adequately trained and aware of their responsibilities
 - b. Adequate resources and training are available to implement this policy
 - c. The effectiveness of this policy and its arrangements are regularly reviewed (at least annually) during Develop observation meetings

5. Monitoring and Evaluation

- 5.1. This policy is subject to impact assessment.
- 5.2. Annual self-assessment.
- 5.3. Annual reviews with providers
- 5.4. Regular meetings of observation forum

6. Supporting Documents

- 6.1. This policy should be read in conjunction with:-
 - Observation Procedures
 - Equality and Diversity Policy
 - Health and Safety Policy

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- **Quality Policy**

Policy signed by CEO: *Mark Pike* **Date: 01/12/2015**

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