

Overview of Observation of Teaching, Learning and Assessment – TaylorITEX CIC

TaylorITEX CIC will carry out observations of the Teaching, Learning and Assessment (OTLA) of each Tutor during the academic year (01 August 2021 to 31 July 2022). Reports will be written using the Development Observation of Tutors / Learning Walk Form (DOT Form), provided by Lincolnshire County Council. A joint observation will be undertaken with the Lincolnshire County Council Project Officer on an annual basis.

The DOT Forms will be Internally Moderated prior to submission to Lincolnshire County Council. Observations are an Agenda Item for the regular meetings with the Lincolnshire County Council Project Officer and the TaylorITEX CIC Director of Learning and Operations.

During the OTLA the following will be checked:-

- Register
- Health and Safety Venue Audit
- Health and Safety Learner Risk Assessment
- Learner Induction documents
- Scheme of Work
- Session Plans
- Personal Learning Record
- Tutor Record of Learner Achievement
- Resources during the sessions
- Learner Health Screening (if applicable)

The four-point scale of grading will be used:-

- Highly Positive
- Positive
- Concerns
- Significant Concerns

Judgements will be made on the teaching, learning and assessment observed based on the Ofsted Common Inspection Framework:-

- Quality of Education
- Behaviour and Attitudes
- Personal Development
- Leadership and Management

Initial feedback will be given to the Tutor as soon as is practically possible following the observation, with the written report being prepared and discussed with the Tutor within 2 working weeks.

Any Tutor receiving a grade of Concerns will be re-observed during the following month.

Notification of planned observations will be given to the Tutor, (minimum of 1 week in advance), so that they are able to inform the learners what to expect.

An Action Plan will be compiled detailing any developmental points arising, and actions required.

During the observation, the observer will:-

- Arrive on time and act in a professional manner
- Ensure that they and others are safe at all times
- Be polite and courteous
- Show respect for all people interviewed, ensuring that any information gathered is confidential
- Allow discussions to take place in a comfortable and confidential environment
- Keep written documents secure, and make accurate records of what is being observed
- Turn off mobile telephones
- Complete the OTLA report in a timely manner to allow effective discussion to take place with the Tutor

OTLA reports will be moderated internally and then submitted to Lincolnshire County Council for their moderation.

All OTLA Reports will be used as part of the annual Staff Review process.

This Policy will be reviewed on an annual basis.

Signed:



Director Learning and Operations

Date: 09 August 2021

End