

**Structured Observation Pro Forma**

Being observed when teaching is not easy for many people. It is important for you as a Trainee teacher to be able to observe, reflect and discuss lessons as you begin to develop your own teaching style.

Use this more formal, structured pro forma to complete an observation. Make notes, to focus your observation and reflections and where possible arrange a conversation with the person you have observed.

Remember – be professional when observing and reflecting on what you have observed.

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| **Key points from pre-observation discussion:**  **Context:**  **Purpose:**  **Focus:**  **Subject/Areas of Learning being taught:**  **Time of day:** |

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| **Feedback Points** |  | **Comment (How do you know?)** |
| What is the structure/sequence of the lesson? (introduction, main body and conclusion) |  |  |
| Are there clearly stated learning outcome(s), and means to check learning has occurred? |  |  |
| Is there successful student engagement and participation? |  |  |
| Is the session inclusive? How so? |  |  |
| Is the classroom well-managed and orderly? How so? |  |  |
| Are there opportunities for Trainees to seek and receive feedback and clarification? |  |  |
| Are supporting technologies, materials and/or resources effectively used? |  |  |

**Examples of good practice include:**

**Questions about the lesson to ask the teacher:**

**How would you develop the learning in the sequence?**

**Ideas you could magpie for your own teaching:**