Queen Mary Academy Teaching Observation Pro-Forma

## There are three parts to Peer Observation of Teaching:

## describing and discussing the session to be observed before the observation (Section A of this pro-forma – and pre-observation meeting);

## observer reflections during the session (Section B of this pro-forma); and

## professional, collegiate discussion about teaching and learning in higher education based on the session after the observation (drawing on Section B, and action summarised in Section C of this pro-forma).

## Section A: About the Teaching Session

To be considered and/or completed by the observee in advance of the **pre-observation meeting**, so that it can inform pre-observation discussion.

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| **Your name (i.e. name of Observee)** |  |
| **School/ Institute** |  |
| **Name of Observer** |  |

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| **Topic of session** |  | | |
| **Module/Course/Unit** |  | | |
| **Level/Year** |  | **No. students** |  |
| **Type of session  (lecture/seminar/practical…) and delivery mode** |  | | |
| **Date of session** |  | | |
| **Time of session** |  | | |
| **Length of session *(the observation should be for the entire session)*** |  | | |
| **Venue/location** |  | | |
| **Where should your observer sit / stand/ how would you like them to be present online?** |  | | |

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| 1. **What are the aims and Intended Learning Outcomes of the module and how does the session to be observed fit into this? What are the specified aims of the session? How does this session contribute to specified Graduate Attributes?** |
| 1. **How do you plan to achieve the session aims: give an overview of content and structure of the session.** |
| 1. **Describe your students: what is the context or composition of the group? Are there any particular dynamics, strengths and issues that you are working with as you engage with them?** |
| 1. **What have students been asked to do in preparation for the class?** |
| 1. **Your observer will be reflecting on areas identified in Section B below, but are there also any particular areas listed there that you would like them to give focussed attention for your discussion together, or any other aspects of teaching practice and classroom management that you would like feedback on?** |

## Section B: Observation Feedback and Comments

The observer should use the prompts below to reflect on and note good practice and possible ways that practice can be enhanced.   
  
To support professional dialogue, post observation discussion should focus on ways forward and what has been learned by both observer and observe, based on reflection, critical thinking, analysis, reflexivity and action planning.   
  
To facilitate this, written comments should be positive and constructive (using an appreciative enquiry approach). They could include highlighting good practice, how to continue developing it and enhancing it, suggestions on how to improve if something did not go quite as the observee planned or a new practice that could be developed.

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| 1. Clarity of the session aims and how they/the session contributes to module Learning Outcomes and Graduate Attributes |  |
| 1. Clarity to the structure and organisation of the session – plus decisions ‘in the moment’ to keep the session on track/to time. |  |
| 1. Teaching and learning methods, including technologies: how do the activities and methods in the session facilitate Active Learning for Excellence (i.e. active learning, participation, and co-creation). |  |
| 1. Teaching materials, resources, and use of QMPlus. |  |
| 1. In-session assessment, review and feedback: what opportunities did you observe, how were they facilitated, and what was the impact? |  |
| 1. Delivery, pace, and classroom management: what did you notice? |  |
| 1. Any specific area/s identified for attention and discussion by observe? |  |

## Section C: Post-Observation Discussion

To be completed by the observer and observee as part of (and afterwards if more reflective time is needed) the post-observation discussion

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| **An area of practice/knowledge/skill that was part of teaching practice in the session that I have been struck by** | **I will be able to use it in the following way/s** | **Further information, support or CPD I will need to achieve this** | **How I will measure and evaluate progress, effectiveness and success** |
| (i) |  |  |  |
| (ii)  *(add additional rows as needed)* |  |  |  |
| **An area of practice/knowledge/skill I would like to develop, enhance, or improve** | **I will be able to use it in the following way/s** | **Further information, support or CPD I will need to be able to develop my practice in this way** | **How I will measure and evaluate progress, effectiveness and success** |
| (i) |  |  |  |
| (ii)  *(add additional rows if needed)* |  |  |  |