

Applicant observing a colleague: internal observation of colleague's practice

To be completed by the applicant

Applicant name:	
Colleague being observed:	
School/service:	
Date of observation:	
Class/group:	

Planning the observation

The purpose of the observation of a colleague's practice is to:

- observe a colleague's practice and provide supportive, collaborative feedback
- demonstrate an applicant's capacity to work in a supportive and collaborative manner to improve the practice of a colleague.

Applicants may consider:

- the agreed focus for the observation of teaching practice
- referring to the Standards to guide decisions about the professional learning needs of the colleague to support improvements to practice through observation and feedback.
- outlining the support and collaboration agreed to between applicant and colleague prior to and/or during the observation and/or post the observation of teaching practice
- how colleagues may demonstrate the impact of the agreed support and collaboration during the observation of teaching practice
- planning for feedback and discussion that will follow the observation.

Teaching and learning overview - context

Outline specific information about this group of students/children and/or classroom/learning environment.

Teaching and learning overview - content

Briefly describe the curriculum requirement/s, subject/content focus of the lesson/learning experience including:

- How does this lesson/learning experience fit within the teaching and learning cycle?
- What are the learning objectives/learning outcomes for the lesson/learning experience?
- What requirements/aspect/s of the curriculum does the lesson/learning experience address?

Observations of practice

Applicants record visible examples of teaching practice aligned to the agreed lesson/learning experience focus and the areas targeted for improvement and support by considering:

- What was seen and heard in relation to the agreed focus for observations of practice?
- What actions and behaviours were observed in relation to the agreed focus for observations of practice?
- What teaching and learning strategies were observed?
- What was the colleague's response to the learning needs of students/children?
- Describe the learning environment.

Record any examples of the colleague implementing or demonstrating the impact of support and collaboration.

Observation feedback and evaluative comments

Applicants share this internal observation report with their colleague. Feedback provided must be factual, evidence-based, and directly aligned to the agreed lesson/learning experience focus.

Discussion may focus on:

- celebrations of success
- challenges faced during the observation
- opportunities for the colleague to ask clarifying questions
- opportunities for the colleague to reflect on their learning and how they may apply this learning to their own practice
- the impact of prior collaboration and support, the lesson/learning experience observation, and feedback from the lesson/learning experience observation to improve colleagues teaching practice
- opportunities to co-construct areas for professional growth and development to improve teaching practice and impact student/child learning progress and achievement.