

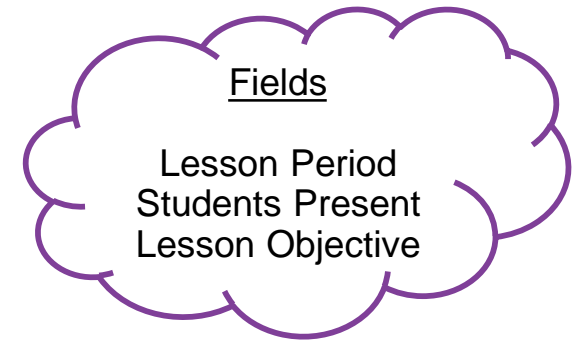
Click here to see an  
example of this template  
as a record.

# Observation Template

A form focusing on some key Teaching and Learning aspects  
with the opportunity to identify CPD needs.

Headings – this helps you create sections within your templates and keep them organised. These headings will not be shown in reports.

Fields are used to record contextual information. This can be seen on individual records but none of the information within fields will pull through into the reports area.



Observation Evidence	
Lesson Period 4.00	Students Present 22.00
Lesson Objective To explore the theme of madness within the character of Lady Macbeth	

A useful field to include on a record as often the number of students present is different to the number of students on the register due to absence etc.

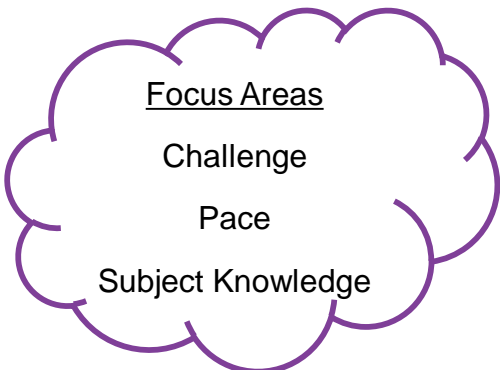
This could be a drop down box field with the options of your set lesson periods.

Lesson Objective information is useful to include on individual records but does not need to be quantified within reports.

This template has been split into sections to allow for easy navigation. As sections can be collapsed and expanded, observers can easily navigate the sections of the form while compiling the record.

Focus Areas – These are the key points of your observation/meeting. If you are using outcome sets, these headings will be the rows within your tables. Outcome sets can only be linked to focus areas and this is what generates the data in reports. Any comments entered here will also pull through into the details report section.

A single focus area cannot have more than one outcome.



Quality Of Teaching

Challenge Outcome: FE

**Fully Embedded**

**Comments:**  
Challenge questions are present within all aspects of the lesson. Additional questions included in worksheets and questioning aims to stretch and challenge students' responses.

0 0 0 Add +

Pace Outcome: PE

**Partially Embedded**

**Comments:**  
I would consider implementing some powerpoint timers to give students a visual indicator of time for a task. Some students struggled to get going and were then caught off guard when told time was up.

0 0 0 Add +

Subject Knowledge Outcome: FE

**Fully Embedded**

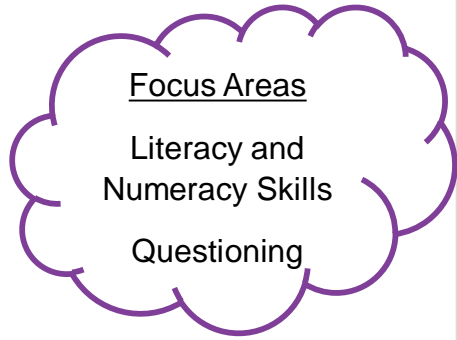
**Comments:**  
Subject knowledge is excellent. Context is present throughout all of the discussions and students know they will be able to ask you for clarification on subject matter.

0 0 0 Add +

Outcome set  
"Embedded Evidence"

Outcomes:  
Fully Embedded  
Partially Embedded  
Not yet Evidenced

Outcome sets – these will form the columns within your reports. They are bespoke to your own school set up and not limited to traditional Ofsted gradings. The name of your outcome sets (For Example, this one is called "Embedded Evidence" Will be the name of your table within reports.



Literacy and Numeracy Skills Outcome: FE

**Fully Embedded**

**Comments:**

Literacy is challenged within marking and through the nature of the subject. SPaG errors are highlighted and students know to correct these during DIRT time.

✓ 0 0 0 Add +

Questioning Outcome: FE

**Fully Embedded**

**Comments:**

Questioning provides challenge for the more able within the group while also allowing for the less able to stretch their responses. Consider "bouncing" the question around the class to have less teacher involvement

✓ 0 0 0 Add +

Outcome set  
"Embedded Evidence"

Outcomes:  
Fully Embedded  
Partially Embedded  
Not yet Evidenced

This template focuses on key Teaching and Learning aspects to allow for an overall evaluation during observations. It allows for observers to identify strengths and areas which may need development.

Outcome set  
“Embedded Evidence”

Outcomes:  
Fully Embedded  
Partially Embedded  
Not yet Evidenced

Sections split up the observation focuses. Sections can be expanded or collapsed when completing records to allow for easy navigation.

Focus Areas  
January, April and Final Objective 1 Review

**Behaviour and Welfare**

**Engagement** Outcome: PE

**Partially Embedded**

**Comments:**  
Students are largely engaged with the task. As mentioned previously I think the addition of visual timers may help to keep students on task.

▾ 0 0 0 **Add +**

**Relationships** Outcome: FE

**Fully Embedded**

**Comments:**  
Great rapport with the group. You have clear routines and expectations within class and the students respond really well to you.

▾ 0 0 0 **Add +**

The “Add” option included in focus areas, allows for staff to engage with their records. Evidence can be uploaded such as links to pupil data on SISRA Analytics; Photos of work; PowerPoints etc.

## Outcomes

Progress

Outcome: PE

**Partially Embedded**

**Comments:**

The majority of students are making expected progress. JB and HR are a concern within this group but I am aware of their behavioural issues and absence record. Consider additional intervention for these students or differentiated tasks.

0 0 0

Add +

Differentiation

Outcome: PE

**Partially Embedded**

**Comments:**

While challenge is present throughout the lesson you must also consider how you are scaffolding for the lower ability within the group. Model answers on the board with a few examples to help them. Discuss quotations which could be used as a group before going off to individual work. Include some sentence starters to guide students.

0 0 0

Add +

Outcome Sets are bespoke to your own school set up and not limited to traditional Ofsted gradings. The name of your outcome sets (For Example, this one is called "Embedded Evidence" Will be the name of your table within reports.

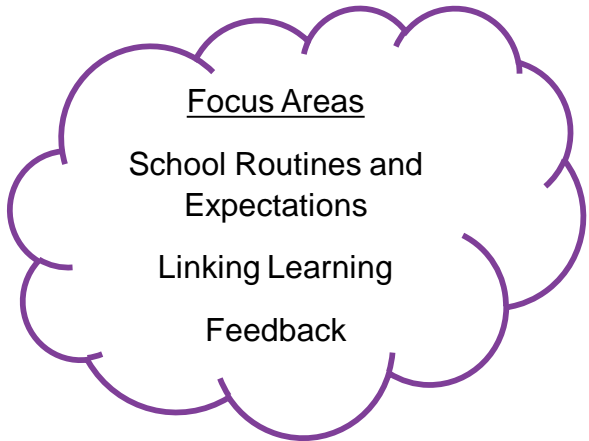
Outcome set  
"Embedded Evidence"

Outcomes:  
Fully Embedded  
Partially Embedded  
Not yet Evidenced

Focus Areas

Progress

Differentiation



School Routines and Expectations Outcome: FE

**Fully Embedded**

**Comments:**  
Routines and expectations are great. Students are greeted at the door and are clearly used to the routine of coming in and having their books ready. Uniform addressed before entering the classroom.

0 0 0 Add +

Linking Learning Outcome: FE

**Fully Embedded**

**Comments:**  
Previous learning is frequently recalled. Students have a good knowledge of the play and the context. Students are actively encouraged to refer to other parts of the play which is in line with the GCSE specification and prepares them for the exam.

0 0 0 Add +

Feedback Outcome: PE

**Partially Embedded**

**Comments:**  
Written feedback is good but can sometimes be quite vague. Ensure you are giving personalised next steps for students to encourage progress.  
Verbal feedback is good but I would work on varying your vocabulary when giving praise.

0 0 0 Add +

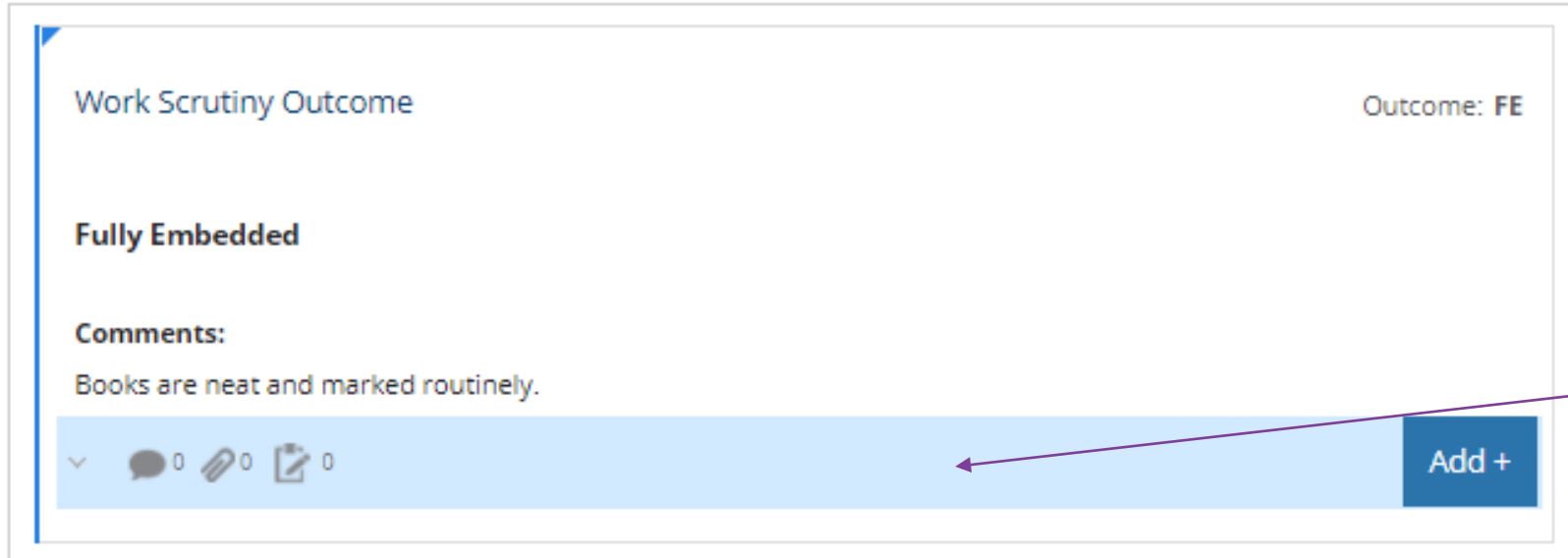
Outcome set  
“Embedded Evidence”

Outcomes:  
Fully Embedded  
Partially Embedded  
Not yet Evidenced

Any comments entered into a focus area by an observer will pull through into the details section of reports. These can then be viewed without the need to click into individual records.

The “Add” option included in focus areas, allows for staff to engage with their records. Evidence can be uploaded such as links to pupil data on SISRA Analytics; Photos of work; PowerPoints etc.

Focus Areas  
Work Scrutiny  
Outcome



Work Scrutiny Outcome Outcome: FE

**Fully Embedded**

**Comments:**  
Books are neat and marked routinely.

⌵ 0 0 0 Add +

Outcome set  
“Embedded  
Evidence”

Outcomes:  
Fully Embedded  
Partially Embedded  
Not yet Evidenced

Other Observe records can be linked to this record by adding resources and linking the record URL.

This section does not need to be included in your template but it does add a nice option for observers to evaluate previous work scrutiny results. It also allows for an update on work scrutiny developments if any were previously identified.



Focus Areas  
Recommended  
CPD Need

CPD




**Recommended CPD Need**

*Would you recommend any specific CPD for this staff member? If no, leave blank.  
If the course you have in mind is not available in the drop down, please feel free to use the comment box*

Outcome: **Behaviour**

**Behaviour Management**

**Comments:**  
Arrange session focusing on behaviour management techniques

 0  0  0

**Add +**

- Outcome set  
“Recommended  
CPD”
- Outcomes:  
Team Teach  
Questioning  
Challenge  
Behaviour  
Assessment  
First Aid  
SEND  
Differentiation  
Wellbeing  
Engagement

The outcome set used for this focus area is a list of some popular CPD options. As you can only have 10 outcomes, a good idea would be to create 9 popular examples and have the 10<sup>th</sup> as “Other” allowing for this to be specified within the comments,

The inclusion of this focus area allows for the identification of CPD needs for all staff members. This allows for easy identification for busy Leaders to view what is required within their establishment.



What would this  
look like in  
reports?

Embedded Evidence ?

Focus Area Name	FE (%)	PE (%)	NE (%)	Record Count	Average Outcome
Challenge	50.0	25.0	25.0	4	PE
Differentiation	25.0	50.0	25.0	4	PE
Engagement	50.0	50.0	0.0	4	PE
Feedback	25.0	50.0	25.0	4	PE
Linking Learning	50.0	25.0	25.0	4	PE
Literacy and Numeracy Skills	75.0	25.0	0.0	4	PE
Pace	25.0	50.0	25.0	4	PE
Progress	25.0	75.0	0.0	4	PE
Questioning	50.0	50.0	0.0	4	PE
Relationships	75.0	25.0	0.0	4	PE
School Routines and Expectations	50.0	0.0	50.0	4	PE
Subject Knowledge	50.0	50.0	0.0	4	PE
Work Scrutiny Outcome	50.0	25.0	25.0	4	PE
<b>Total</b>	<b>24</b>	<b>20</b>	<b>8</b>		
	<b>0%</b>				<b>100%</b>

Outcome set  
"Embedded Evidence"

Outcomes:  
Fully Embedded  
Partially Embedded  
Not yet Evidenced

At a glance analysis to be able to evaluate overall results for the academic year.

- Focus Areas
- Challenge
  - Differentiation
  - Engagement
  - Feedback
  - Linking Learning
  - Literacy and Numeracy Skills
  - Pace
  - Progress
  - Questioning
  - Relationships
  - School Routines and Expectations
  - Subject Knowledge
  - Work Scrutiny Outcome

Values have been added to this outcome set. This allows for averages to be calculated within reports.

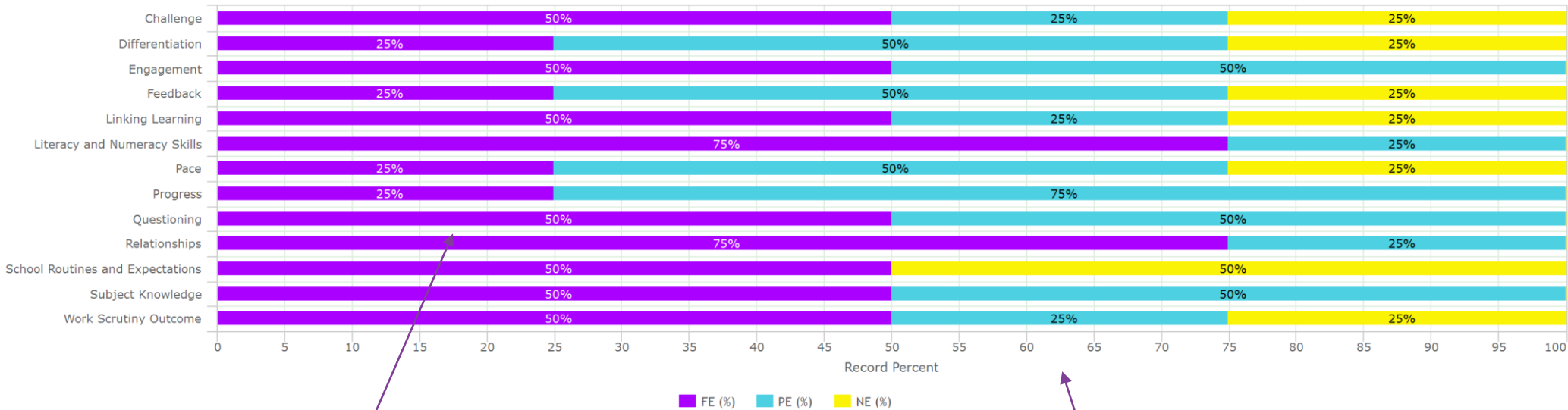
Outcome set  
 “Embedded Evidence”

Outcomes:  
 Fully Embedded  
 Partially Embedded  
 Not yet Evidenced

Focus Areas

- Challenge
- Differentiation
- Engagement
- Feedback
- Linking Learning
- Literacy and Numeracy Skills
- Pace
- Progress
- Questioning
- Relationships
- School Routines and Expectations
- Subject Knowledge
- Work Scrutiny Outcome

Embedded Evidence



This outcome allows for easy at-a-glance analysis for busy senior leaders. It allows for a summary of the reporting review. Leaders can view the results and decided whether further support is needed for staff.

Charts and % can be toggled on or off depending on your preferences. When on, this allows for charts to be generated by the system.

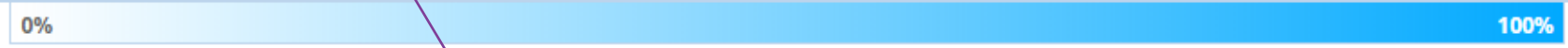
Focus Areas  
Recommended  
CPD Need

Outcome set  
"Recommended  
CPD"

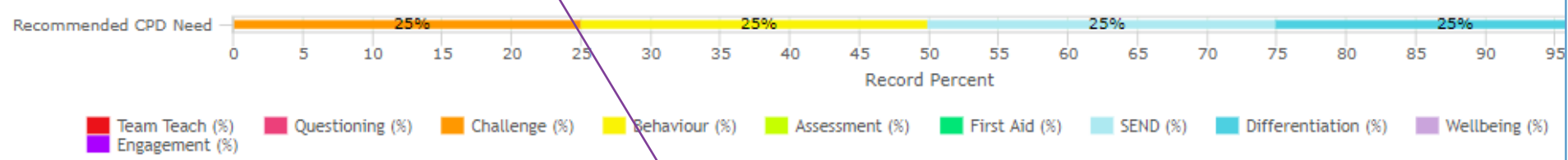
Outcomes:  
Team Teach  
Questioning  
Challenge  
Behaviour  
Assessment  
First Aid  
SEND  
Differentiation  
Wellbeing  
Engagement

Recommended CPD ?

Focus Area Name	Team Teach (%)	Questioning (%)	Challenge (%)	Behaviour (%)	Assessment (%)	First Aid (%)	SEND (%)	Differentiation (%)	Wellbeing (%)	Engagement (%)	Record Count
Recommended CPD Need	0.0	0.0	25.0	25.0	0.0	0.0	25.0	25.0	0.0	0.0	4
<b>Total</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	



Recommended CPD



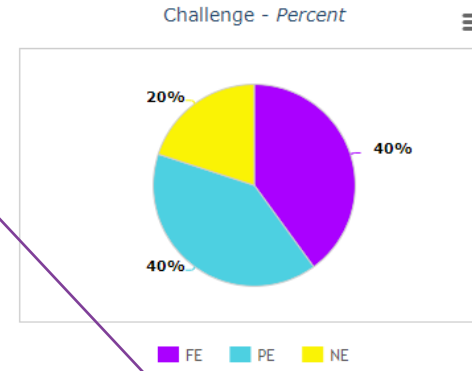
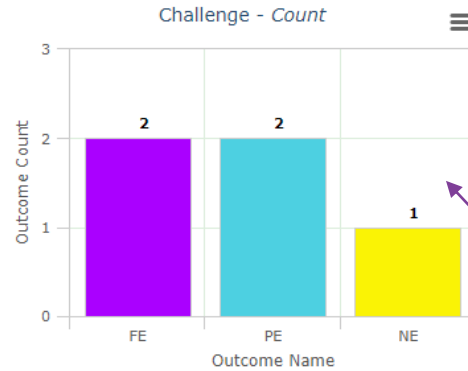
Outcome allows for easy understanding of CPD needs for staff across the school. This allows for easy identification for busy Leaders to view what is required within their establishment and arrange whole school CPD sessions if needed.

The outcome set used for this focus area is a list of some popular CPD options. As you can only have 10 outcomes, a good idea would be to create 9 popular examples and have the 10<sup>th</sup> as "Other" allowing for this to be specified within the comments,

Focus Areas  
Challenge

Outcome Name ?	Count	%
FE	2	40.0
PE	2	40.0
NE	1	20.0

Average Outcome : PE



Outcome set  
"Embedded Evidence"

Outcomes:  
Fully Embedded  
Partially Embedded  
Not yet Evidenced

Detailed Information

Category	Faculty	Subject	Staff																																				
			<table border="1"> <thead> <tr> <th>Staff</th> <th>FE (%)</th> <th>PE (%)</th> <th>NE (%)</th> <th>Total</th> <th>Average Outcome ?</th> </tr> </thead> <tbody> <tr> <td>Clark; Ryan (RC)</td> <td>0</td> <td>0</td> <td>100.0</td> <td>1</td> <td>NE</td> </tr> <tr> <td>Clark; Summer (SC)</td> <td>0</td> <td>100.0</td> <td>0</td> <td>1</td> <td>PE</td> </tr> <tr> <td>Ellwand; John (JE)</td> <td>0</td> <td>100.0</td> <td>0</td> <td>1</td> <td>PE</td> </tr> <tr> <td>Killen; Cassie (CK)</td> <td>100.0</td> <td>0</td> <td>0</td> <td>1</td> <td>FE</td> </tr> <tr> <td>Thomas; Clara (CT)</td> <td>100.0</td> <td>0</td> <td>0</td> <td>1</td> <td>FE</td> </tr> </tbody> </table>	Staff	FE (%)	PE (%)	NE (%)	Total	Average Outcome ?	Clark; Ryan (RC)	0	0	100.0	1	NE	Clark; Summer (SC)	0	100.0	0	1	PE	Ellwand; John (JE)	0	100.0	0	1	PE	Killen; Cassie (CK)	100.0	0	0	1	FE	Thomas; Clara (CT)	100.0	0	0	1	FE
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Focus area reports.  
The details section allows for identification of in depth information. For example, in this table we are able to see each member of staff and their current progress.

Focus area reports.  
If you click into focus area names (the rows of your table) you will be directed to these individual reports. Charts can be exported if needed.

This record was created in our demonstration school and all data is illustrative.