

## Code of Practice on Peer Observation of Teaching

### 1. Introduction

Peer observation of teaching is a useful tool for teaching staff of The London Film School. It gives staff the opportunity to provide and receive feedback which in turn can inform professional development planning. It can also provide useful feedback for appraisal purposes and lastly, it provides a forum to share good practice across the School.

This Code of Practice sets out the procedures for peer observation of teaching at The London Film School which is mandatory from Academic Year 2015-16.

### 2. Principles of Peer Observation

Peer observation is intended to support personal and professional development of academic staff and to disseminate good practice. With the exception of the summary statement, the process is confidential and occurs between the observer and the person being observed.

Peer observations are coordinated by Heads of Department in liaison with the Head of Studies who keeps a record of all observations that have taken place in any Academic Year.

### 3. Frequency

Peer observation of teaching should be carried out on a regular basis with a minimum requirement of one observation for each member of teaching staff per Academic Year. New teaching staff must be observed twice in their first year.

The Head of Studies or Heads of Department may request for additional observations to take place if there is satisfactory evidence that additional observations have become necessary.

### 4. Peer Observation Schedule

Heads of Department shall produce a peer observation schedule for the Academic Year. Staff members propose, in consultation with their Head of Department or the Head of Studies, an appropriate colleague to be their observer. The observer could be a colleague from outside the staff member's subject area, but will normally be of a similar role and seniority.

Once agreed, the Timetable Officer shall make the appropriate arrangements in the term timetable.

### 5. The Observation Process

#### 5.1. Briefing

Both the staff member and the observer should read this Code of Practice as well as the corresponding forms (see Appendix 1 and Appendix 2) and raise any questions or concerns with their line manager.

The staff member and the observer shall arrange a meeting to discuss items such as:

- Aims of the class / session;
- Areas that the staff member would like feedback on;
- Areas that the staff member would like the observer to focus on;

- Logistics of the sessions (where the observer should sit, whether the observer may talk to the students, etc.);
- How the peer observation will be explained to the students;
- How additional feedback may be provided (in addition to the forms).

## 5.2. Observation

The observer should focus on four key areas during the observation:

- 1) Planning of the session
- 2) Introducing the session
- 3) Delivery and development
- 4) Conclusions

Sections 5.2.1 to 5.2.4 provide additional guidance on those four areas and points for the observer to consider.

### 5.2.1. Planning the Session

- How does the plan relate to the previous session?
- Are the learning outcomes and aims clear?
- Are the resources appropriate?
- How does the session fit in with the overall programme of study?

### 5.2.2. Introducing the Session

- Are the students clear as to how the session relates to previous sessions and work?
- Is there a clear introduction and overview of the session for the students?

### 5.2.3. Delivery and Development

- Is the communication of ideas relevant, clear and coherent?
- Are there opportunities for students to clarify their understanding?
- Are students engaged and motivated?
- Are teaching methods appropriate?
- Are there opportunities for the students to think, ask questions and provide feedback?
- Are the modes of delivery appropriate?

### 5.2.4. Conclusions

- Is the session drawn to a satisfactory conclusion?
- Is there a summary of the main points discussed?
- Does the conclusion look forward to the next session?
- Does the conclusion encourage further action?

## 5.3. Debriefing

The debriefing will be most effective if it follows on immediately. There may, however, be instances where this is not practicable. In such an event, the debriefing shall place no later than five working days after the observation.

The debriefing is an opportunity for both parties to reflect on the observation and discuss the details.

It is recommended that the staff members gives their own evaluation first, followed by feedback from the observer. When giving feedback, the initial focus should be on the positive. Critical comments should be constructive, clear and specific and followed up with suggestions on how those areas can be improved in the future. The focus should be learning and teaching, not the staff member.

The following questions may guide the staff member and observer through the debriefing:

- What happened?
- What was effective?
- What was less effective?
- Why do you think certain things occurred?
- What else could have been done?

If there are any developmental needs arising from the process, the staff member and observer must agree how those needs will be fed back to the Head of Department or Head of Studies.

#### 5.4. Version Control

Version Number	Changes	Author, Title	Date
0.1	-	Philip Ramge, Academic Registrar	10/04/2015
0.2	Comments from members of the Staff Development and Appraisal Committee added to appendices	Philip Ramge, Academic Registrar	08/07/2015
1.0	Approved by Staff Development and Appraisal Committee	Philip Ramge, Academic Registrar	08/07/2015

## Appendix 1: Peer Observation of Teaching Form

**CONFIDENTIAL**

Staff Member: Click here to enter text.

Observer: Click here to enter text.

Observation Date: Click here to enter a date.

Course Number: Click here to enter text.

Term: Choose an item.

Nature of Session: Choose an item.

### **Briefing Session Outcomes**

### **Feedback on Issues Specifically Requested by Staff Member**

## Observation Comments

The following points should be covered:

- Planning the Session
- Introducing the Session
- Delivery and Development
- Conclusions

More information about the aforementioned points can be found in the Code of Practice on Peer Observation of Teaching in section 5.2

Observers may also use this space to add general comments.

**Staff Member's Comments**

**Development or Training Needs**

**Agreed Actions**

Date: [Click here to enter a date.](#)

X

Staff Member

X

Observer

## Appendix 2: Peer Observation of Teaching, Summary Statement

This summary statement should be completed and signed by both the staff member and observer and filed with the Head of Studies and Academic Registry within 14 days of the observation taking place.

Staff Member: [Click here to enter text.](#)

Observer: [Click here to enter text.](#)

Observation Date: [Click here to enter a date.](#)

Course Number: [Click here to enter text.](#)

Term: [Choose an item.](#)

Nature of Session: [Choose an item.](#)

### Major Topics Discussed

### Examples of Good Practice for Dissemination

### Training or Development Needs Identified

### Agreed Actions

Date: [Click here to enter a date.](#)

X

Staff Member

X

Observer