Cambridge Education

Effective Classroom Observation Training

Summary

Developed by experienced inspectors, Effective Classroom Observation is a five day programme of three tutor led days, one or two days of distance learning with peer mentors and an assessed lesson observation. Effective Classroom Observation will provide you with the confidence and skills to observe lessons, analyse pupils' work and make secure judgements.

Programme for Units 1, 2 and 5 (tutor led days)

Unit 1

9.00	Coffee on arrival
9.30	Introduction
10.15	General principles
11.00	Tea / coffee break
11.15	Handbook and criteria
	Using the OFSTED criteria: learning and teaching
12.45	Lunch break
13.45	Observing a lesson and recording information
14.15	Every Child Matters
14.45	Inclusion, standards and achievement
15.00	Tea / coffee break
15.15	Talking to learners
15.45	Review of the day and next steps
16.00	End

Unit 2

8.30	Coffee on arrival
9.00	Recap on previous day, outline of Unit 2, review of homework
9.30	Recognising good/outstanding lessons
10.00	Observing a lesson and providing grades for specific elements of the teaching and learning experience
10.45	Tea / coffee break
11.15	Analysing work
12.15	Data analysis: an introduction
12.30	Lunch break
13.30	Feeding back to teachers General principles – how, when and where? Coaching
13.45	Observing a lesson with a view to feeding back to a teacher
15.00	Managing the process of monitoring teaching and learning. Preparation for Units 3 and 4
15.30	Tea / coffee break
15.45	Preparation for Units 3 and 4, Review and next steps
16.00	End

Unit 5

8.30	Tea / coffee and Welcome
9.00	Introductions and objectives
9.15	Activity – Feedback on: observation and evidence; lesson observation formats; talking to pupils; scrutiny of work; feedback; management issues
10.00	Lesson observation
10.40	Tea / coffee break
11.00	Interpreting and using performance data
11.45	Revisiting OFSTED criteria and aspects of lesson observation
12.30	Action planning and next steps
12.45	Lunch break
13.45	Preparation for assessed task
14.00	Assessed task: video clip observation
15.45	End

"It is an excellent course - both in terms of gaining skills as an effective observer but also to apply it to our own teaching practice." (Dan Wood, Glenwood School)

Cambridge Education

Effective Classroom Observation

Order Form

Please fax back to 01223 578501 or scan and send by email to info@camb-ed.com or post to:
Education Improvement Services, Cambridge Education, Demeter House, Station Road, Cambridge, CB1 2RS.
Alternatively, call us on 01223 463757 to order over the phone.

Title:			
First Name:			
Last Name:			
Position in School:			
School Name:			
School Address:			
Postcode:		Telephone:	
Fax:		Email:	
Phase Order Number:			

I would like to order the following:

Order code:	Description	Quantity	Price
e.g. MCPAC	*e.g. Journey to Motivation resource*	*e.g. 1*	
		Total (+VAT at current rate)	£

For delegate courses, please complete the following:

Name of delegate attending	Position	Delegate course	Date	Location

Dietary/Disability Requirements: please confirm any special dietary or disability requirements below:
……

Mailing/Invoicing Address
If you wish for any course correspondence and materials or your invoice to be mailed to a different address, please contact us.

Booking and Cancellation Policy
All bookings will be acknowledged in writing and will be invoiced within one week. Payment is due immediately on receipt of invoice. Details of the course location programme and course materials will be sent to you approximately one month prior to the start of the course. If at this stage, the course seems unviable, or in the event of force majeure, Cambridge Education reserves the right to cancel or postpone the course.

All cancellations must be sent in writing as soon as the applicant is aware that they are unable to attend. If the cancellation is received 6 weeks (or 30 working days) or more prior to the start of the training programme, cancellation will be free of charge. If the cancellation is received between 6 weeks and two weeks (10 working days) prior to the start of the training programme a cancellation charge of 50% of the course fee will apply. If the cancellation is received after this point or at any stage during the training programme a cancellation charge of 100% of the course fee will apply.

I agree to the above booking and cancellation policy.

Signed: …….. *Date:* ……