

1. Choose your observer

Choose a different observer for each observation. Please find a different observer for each observation performed. Observers do not need to be from your department; in fact cross group observations are encouraged.

2. Select the session to be observed

This does not need to be a lecture; you could choose any form of learning experience, including tutorials, clinics, workshops and online sessions.

3. Inform your line manager

Provide your line manager with the following:

- Name of tutor being observed.
- Name of observer.
- Date and location of observation.

4. Discuss the session with the observer

Ensure the observer knows what type of session they are observing, when and where it takes place and ensure that they have access to any learning materials for the session.

Please also use the opportunity to identify any specific matters that you would value feedback on as the person being observed.

5. The observation

The observer should be present for the duration of the session being observed.

The observer can use “2. peer observation form” to make notes during the session and to guide their observations. The observer should also ensure that they pay attention to any specific matters that the tutor would like feedback on.

The “peer observation form” is purely to guide the observer both during the observation and the consequent meeting with the tutor. There is **no requirement to submit this form** at any point. Please note that this provides examples of good practice only, it is not an exhaustive list.

6. The tutor and the observer meet to discuss the session

This meeting should take place as soon as possible after the session but giving enough time for both the tutor and the observer to reflect upon the session.

During this meeting the tutor and the observer should discuss:

- Aspects of good practice identified that should be emphasised and continued.
- Opportunities to enhance the learning experience of students.
- Developmental opportunities that could help the tutor to enhance sessions of this nature.
- Instances of good practice that should be disseminated more widely amongst the group/school/university.
- Ideas how both parties might enhance the session if delivering it again.

7. Jointly complete “3. post observation form”

This form should be submitted to the Head of Department shortly after the meeting. This should contain summary observations from both the observer and the tutor that include specific action/development plans arising out of the observation.

This form should also include a summary of any relevant observations that are appropriate for wider dissemination, including development opportunities and elements of good or innovative practice.

8. Heads of Department collate all the “post observation forms”

They should ensure they receive forms from all members of teaching staff within their department. These should be used to inform the PDR process. HoD’s should also compile a brief, **anonymous** summary of the aspects of good and innovative practice observed within their department and opportunities for development. This should be submitted to the SMT for discussion.