



OBSERVATION OF TEACHING & LEARNING POLICY

1. Policy Statement

The purpose of the scheme for Observation of Teaching & Learning (OTL), with associated moderation procedures, is as a means of monitoring and improving learning and the quality of the learning experience.

Sportscape tutors will benefit from an OTL Scheme that:

- 1.1 Is transparent in its operation and judgements.
- 1.2 Focuses on the learning of learners and the teaching that leads to this.
- 1.3 Identifies and acts on information that leads to quality improvement.
- 1.4 Clearly identifies the roles and responsibilities required to implement the curriculum.
- 1.5 Ensures that all observations are carried out by a trained observer.
- 1.6 Ensures observations will cover all aspects of learners' experience.
- 1.7 Results in observations that will lead to the awarding of a grade on a 1–4 scale.
- 1.8 Results in agreed actions leading to improvement will be monitored to completion

2. Scope

The policy applies to all members of the Sportscape staff involved in the delivery of teaching, learning and assessment

3. Legislation



No specific legalisation applies to this policy.

4. Responsibilities

All staff have a responsibility to give full and active support for the policy by ensuring:

- 4.1 The policy is known, understood and implemented.

5. Actions to Implement and Develop Policy

- 5.1 Observations of teaching and learning will be carried out by an experienced observer.
- 5.2 New tutors will be observed during the first two months of delivery for Sportscape.
- 5.3 At the discretion of the MD this may be a developmental and supportive observation that is not graded.
- 5.4 Observations will not necessarily last for the entire duration of a teaching session but tutors can expect to be observed for a minimum of 45 minutes.
- 5.5 A provisional grade (1-4) will be given for each observation and be confirmed to the tutor on the OLT record following moderation. Grade descriptors are included in the OTL Handbook
- 5.6 Except for the arrangements detailed above all OLT records and feedback are confidential.
- 5.7 The Action Plan resulting from the observation will be monitored by line managers and recorded



6. Monitoring and Evaluation

6.1 This policy will be monitored by the Managing Director.

7. Related Policies

- Assessment Policy

Please note:

- We will consider any request for this policy to be made available in an alternative format or language.
- We review our policies regularly to update them and to ensure that they are accessible and fair to all. We welcome suggestions for improving the accessibility or fairness of this policy.

Approved by:	Version:	Issue Date:	Review Date:	Next Review
CEO	V.1	Jan 2018	Jan 2019	Jan 2020