

Please tick off the following evaluations when completed:-

Pre-feedback Questionnaire

Post review of actions with HoD

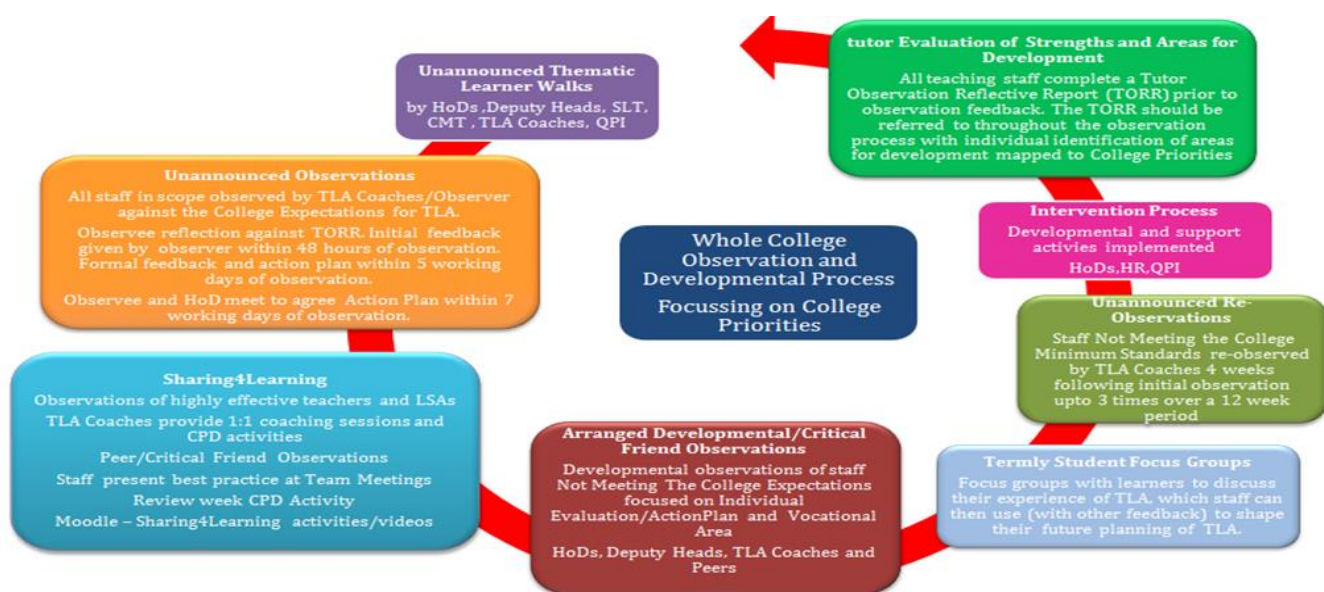
Post feedback and developmental reflection

Evaluation of observation process

Signature.....

Print Name.....

Date...../...../.....



On completion of the TORR, please return or copy to the Quality Department. Thank You

6. *How am I going to share my learning with others?*

7. *Are there any colleagues I would like to observe to enhance my teaching, learning and assessment?*

8. *Who could I invite to observe me in order to enhance my teaching, learning and assessment?*

9. *What do I intend the impact of self-evaluation and reflection to be on my learners?*

10. *Reflection following feedback given by the Observer.*

TUTOR OBSERVATION REFLECTIVE RECORD

TORR

Post Coaching Feedback Action Plan for Improvement **completed by the Observer and Observee**

Agreed action	Developmental activity required	Target completion date	Action achieved date
<p>(Does Not Meet) Head of Department to carry out a developmental observation within 4 weeks of initial observation and prior to re-observation.</p> <p>(Exceeds/Meets) Head of Department to carry out a Thematic Learner Walk within 8 weeks of initial observation.</p>	<p>Pre-arranged developmental observations to quality assure the observation process and inform CPD activity.</p>	<p>Suggested date agreed with observer and observee.</p>	
Observed Name:		Observed Signature:	Date:
Observer Name:		Observer Signature:	Date:
Head of Department Name:		Head of Department Signature:	Date:

TUTOR OBSERVATION REFLECTIVE RECORD

TORR

Sharing of Best Practice Action Plan

Agreed best practice observed	Method/expected outcome of sharing best practice	Target date	Achieved date

Observed Name:		Observed Signature:		Date:
Observer Name:		Observer Signature:		Date:
Head of Department Name:		Head of Department Signature:		Date:

1	On a scale of one to ten with one being extremely helpful and 10 being extremely unhelpful, how constructive have you found the coaching and developmental process?	
2	<p>What have been preferred developmental methods for improving and developing your practise?</p> <ul style="list-style-type: none"> - Coaching session - Personal changes and amendments - Personal reflection and development - Critical friend observation - Team / peer sharing - Being directed by the coach or manager to do, be or have something. - Being instructed to do, be or have something 	
3	How will these actions impact on your personal performance development plan in the future? (i.e., training needs, development remission for sharing)	
4	How has the process stimulated change and improvements in your practise?	
5.	The process would be most constructive if no grade was given. Do you agree or disagree?	
Tell me two things you will do this week that will be working towards completing your actions?		
1.		
2.		

Post review of actions with Head of Department

To be completed for Observee and Quality Team use.

1	On a scale of one to ten with one being extremely helpful and 10 being extremely unhelpful, how constructive have you found the meeting with your manager?	
2	What actions were discussed at length to ensure you gained additional value from sharing your feelings and experience?	
3	How does the data (attendance, punctuality, retention etc.) relating to your classes impact on your performance?	
4	How has the process and actions that impact on your time been supported by your manager?	
5	How helpful was the feedback from your manager relating to the developmental process?	
Any further comments		

REFLECTIVE EVALUATION

Observee must complete following completion of all observation processes and subsequent coaching and development processes with their Head of Department.

Following an unannounced observation please evaluate the observation. The feedback you provide will be used to further develop and improve the observation process of learning, teaching, support and assessment.

		YES	NO
1	Did you find the coaching and developmental process constructive?		
2	Have all the action points for development been completed?		
3	Has the process developed your knowledge of your course data?		
4	How has the coaching and mentoring process helped you to develop your teaching, learning and assessment practise?		
5	Has the process stimulated change and improvements in your practise?		
6	Has the process developed your capacity to self-reflect?		
7	Has the coaching or mentoring interventions impacted on you personally?		
8	Do you have future plans for improving personal practice?		

Are there any further comments that you would like to make which could improve the observation process?

Observee Signature:		Date:	
Observer Signature:		Date:	
Line Manager Signature:		Date:	

For Moderators use only:			
Moderator Signature:		Date:	
Grade Validation:		Date of Validation:	