

**EASTLEIGH COLLEGE APPENDIX D: DOCUMENT C - TEACHING & LEARNING: SELF EVALUATION**

<b>Course Title/Subject:</b>						<b>Type of Lesson:</b>			
<b>Name of teacher:</b>			<b>No. attending:</b>	<b>Provided:</b>		<b>Y</b>	<b>N</b>	<b>Y</b>	<b>N</b>
<b>Name of observer/IV:</b>			<b>No. on register:</b>	<b>Scheme of Work</b>				<b>Started on Time:</b>	
<b>Please circle: 14-19 19+</b>	<b>Teacher: (FT/PT)</b>	<b>Mode: (FT/ PT)</b>	<b>Course Code:</b>	<b>Lesson Plan</b>				<b>Lateness Challenged Appropriately</b>	
				<b>Record of Student Progress</b>					
<b>Date:</b>	<b>Learning Area:</b>	<b>Level:</b>	<b>Room No:</b>	<b>Room Condition:</b>			<b>Room Adequately Equipped</b>		
<b>1. The teacher shows enthusiasm for and understanding of the topic of the lesson:</b>									
				<b>Yes</b>	<b>Partially</b>	<b>No</b>	<b>N/A</b>	<b>COMMENTS</b>	
1.1 Technical competence and up-to-date expertise at a level consistent with effective teaching and assessment of the course.									
1.2 Challenges and inspires learners.									
1.3 Promotes good working relationships that foster learning.									
1.4 Enthusiastic and interesting teaching maintaining the attention of all learners.									
<b>2. The teacher works within a scheme of work that covers the requirements of the programme:</b>									
2.1 Plan effectively with clear objectives learners understand.(SOW & LP)									
2.2 With learners, develop individual learning plans, informed by initial assessment that are reviewed and updated regularly.									
2.3 Clear objectives which are known to the students.									
2.4 A crisp end to the lesson, summarising what has been learned and avoiding 'tailing off'.									
2.5 Objectives are related to earlier learning									
2.6 Appropriate links are made to vocational practice									
2.7 The development of literacy & numeracy are planned and delivered									
2.8 SOW shows effective integration of e-learning.									

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<b>3.The teacher uses a range of relevant teaching methods and resources:</b>					
	Yes	Partially	No	N/A	COMMENTS
3.1 Materials and teaching methods maintain and promote equality & diversity					
3.2 Disability awareness is reflected in the teaching methods and resources used					
3.3 Materials and teaching methods reflect learning styles and abilities (including availability of extension materials)					
3.4 Effective management of any transition between individual and group work.					
3.5 Clear explanations and clear writing on whiteboards and overhead projectors.					
3.6 Good quality handouts, well produced, errors free and referenced where appropriate.					
3.7 E-learning has been used in a way that is interesting and relevant					
3.8 Promotes safe working at all times.					
<b>4.The teacher monitors students' understanding, achievement and progress:</b>					
4.1 Effective methods are used to check understanding and learning					
4.2 Students are encouraged and praised					
4.3 Skilful leadership of discussions to ensure that students' contributions are encouraged and valued.					
4.4 Feedback is constructive and positive					
4.5 Work is assessed within a suitable time frame					

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<b>5. The learners (irrespective of age, gender, race, ethnicity, learning difficulty or disability) show engagement with their learning:</b>					
	Yes	Partially	No	N/A	COMMENTS
5.1 Apply effort to succeed with their work and make effective use of their time					
5.2 Actively engaged and are enjoying the process					
5.3 Work productively and are able to sustain their concentration					
5.5 Work collaboratively with their peers and others					
<b>6. The learners (irrespective of age, gender, race, ethnicity, learning difficulty or disability) show progress in their learning:</b>					
6.1 Acquire new knowledge and skills, develop ideas and increase understanding.					
6.2 Understand and are confident in what they are doing, how well they are progressing and what they need to do to improve.					
6.3 Think and learn for themselves.					
6.4 Are achieving appropriate standards.					
<b>7. The learners (irrespective of age, gender, race, ethnicity, learning difficulty or disability) employ good working habits throughout the session:</b>					
7.1. Work safely and with awareness of the safety of others.					
7.2 Take full advantage of the resources available to them.					
7.3 Are prepared to seek help and act on advice they receive.					
7.4 Employ good study skills in the lesson.					
7.5 Use IT and Learning Technology effectively.					
<b>Grades:</b> 1 – Outstanding 2 – Good 3 – Satisfactory 4 - Inadequate				<b>Comments:</b>	
<b>I would grade my lesson</b>	<b>Teaching :</b>	<b>Learning :</b>	<b>Signed:</b>		