



# The Southfield Trust

## Teacher Support Programme

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### Statement of Principle

All pupils in the Trust have an entitlement to experience consistently good quality teaching. There is a direct correlation between the quality of outcomes that pupils achieve and the quality of teaching that they experience. We want all of our pupils to achieve the best possible outcomes, therefore it is essential that they experience good quality teaching.

### Lesson observation structure

There are 3 formal lesson observations per year including one by an external observer. Teachers with 2 consecutive outstanding observations do not need a 3rd observation in that year. Lesson observations will be carried out according to the protocols established across the Trust as follows:

- A minimum of 2 weeks' notice for formal lesson observations
- Verbal feedback is given within 24 hrs of the observation
- Written feedback is given within 5 working days
- All lessons observations will be carried out by individuals holding at least Qualified Teacher Status

### 'Required Improvement' Teaching

If this is the first RI, the opportunity to repeat the observation with the same class and observer is given. This must happen within a fortnight. If the repeated lesson is graded RI the support programme commences.

**Only one opportunity to repeat a RI lesson will be given in a two year period.**

Teachers who receive a 'requirement to improve' judgement following a formal observation are given a 9 week support programme and another observation by an objective observer as follows:

- **Week 1** Pre-meeting with the Head of School to set targets and establish a 6 week support programme
- **Week 2** Meeting with the Head of School to discuss in detail target areas for improvement, such as use of teaching assistants, planning, assessment, curriculum, communication and behaviour management.
- **Week 3** Meeting with a professional to review Ofsted video footage and to discuss key characteristics of good quality teaching
- **Week 4** Paired lesson observation with an outstanding teacher
- **Week 5** Meeting with a professional on the use of planning and assessment
- **Week 6** Visits to observe outstanding teaching & learning
- **Week 7** Opportunity to video own lesson and review informally with colleague.
- **Week 8** Programme exit. This is an evaluative meeting with Head of School to discuss the effectiveness of developmental work so far, progress made, moving forward and preparation/planning for the exit observation.
- **Week 9** Exit Lesson Observation - Moderated

### 'Inadequate' teaching

Teachers who receive an 'inadequate' judgement (following a formal observation) are given a 7 week support programme and another observation by an objective observer as follows:

- **Week 1** Pre-meeting with the Head of School to set targets and establish a 6 week support programme
- **Week 2** Meeting with the Head of School to discuss in detail target areas for improvement, such as use of teaching assistants, planning, assessment, curriculum, communication and behaviour management.

- **Week 3** Meeting with a professional to review Ofsted video footage and to discuss key characteristics of good quality teaching
- **Week 4** Paired lesson observation with an outstanding teacher
- **Week 5** Meeting with a professional on the use of planning and assessment
- **Week 6** Visits to observe outstanding teaching & learning
- **Week 7** Programme exit. This is an evaluative meeting with Head of School to discuss the effectiveness of developmental work so far, progress made, moving forward and preparation/planning for the exit observation.

In the event of there being a second 'inadequate' judgement, a 9 week competency procedure will begin.

### Work Scrutiny (Lindfield only)

There are three formal work scrutiny windows. These are in terms 2, 4 and 6. They are linked to the lesson observation held the previous term. The observer of the lesson monitors the work of the same group, assessing learning and progress over time. A monitoring form (that clearly outlines what is expected) is completed and an overall judgment given.

### Required Improvement – work scrutiny

Teachers who receive a 'requirement to improve' judgment (following a formal work scrutiny) are required to submit work of an improved quality after four weeks. If there is no improvement to the monitoring assessing and recording of pupils work at this time, the teacher will be given a 6 week support programme as follows:

- **Week 1** Pre-meeting with the Head of School to set targets and establish a 6 week support programme and to discuss in detail target areas for improvement, such as use of teaching assistants, planning, assessment, curriculum, use of learning logs and use of Classroom Monitor
- **Week 2** Meeting with an identified peer to share good practice
- **Week 3** Meeting with Classroom Monitor manager on the use of planning and assessment
- **Week 4** Interim meeting with Head of School to review progress

- **Week 5** Visit to a department in a mainstream school to observe good practice \*

- **Week 6** Final review of work and programme exit. This is an evaluative meeting with Head of School to discuss the effectiveness of developmental work so far, progress made, moving forward. Failure to show an improved quality of pupils work over time will result in the competency procedure being initiated.

\*The timing of the visit to a mainstream school is flexible