

BYMT Teacher Observation Policy (Licensed and Contracted Teachers)

Date:	Review Date	Lead	Role
9/10/19	9/10/20	Gerald Sterling	CEO/Head of Service

Preamble

Bromley Youth Music Trust reaches more than 18,000 children each week. Lessons are delivered by 220 licensed freelance teachers and 136 BYMT staff members on variable contracts. The majority of teachers do **not** have Qualified Teacher Status.

This Observation Policy is intended to provide a realistic and manageable yet rigorous system to monitor the quality of work and support teachers to improve their effectiveness as part of their own professional development.

The Policy is designed to be:

- Fair and consistent
- Manageable and efficient
- Linked to CPD opportunities for teachers
- Integrated with the BYMT Business Plan

Arrangements and resources required:

- All observers undergo training
- 2 hours of management time is allocated per observation
- No observations will occur within the first 2 weeks of a given term

Supporting documents:

- BYMT Observation form

Policy

Induction Period

New teachers will have a meeting with a member of the BYMT Senior Management Team and an observation visit with face-to-face feedback within the first term. If this is satisfactory, they will be observed in their second year of teaching at BYMT.

Observation Process

- The Observer arranges to observe a lesson at a mutually convenient time and place.
- Following the observation, verbal feedback is given immediately wherever possible. Alternatively, a time will be arranged to discuss the observation, either in person, via skype or on the phone.
- The observation form will be completed and sent to the teacher within 5 working days.
- The form is then filed at BYMT.
- BYMT will give advice to teachers on accessing training opportunities as highlighted during the observation.
- If particular issues arise at the observation an additional observation can be arranged.

Important Notes

- Over a time scale of two years, all BYMT contracted/licensed teachers are observed.
- Observers can be members of the BYMT management team or senior teachers who have received training.
- Teachers can be observed during a Band On The Run session, provided they are delivering the session.
- The Observation report is confidential.
- The CEO/Head of Service monitors the process by reviewing the lesson observations.