

CLASSROOM OBSERVATION FORM (for curricular teachers)

School Branch _____ Observer _____
 Teacher _____ Class & Subject _____
 Topic _____ No. of Students Present _____ Date _____

This form is to be used by the observer to report feedback from the classroom observation. It provides a list of teacher's behaviours that may occur within a given class. The auditor should use it as a guide to make observations, but not as a list of required characteristics. It is suggested that the observer and teacher must arrange a post-observation meeting.

The teacher will be scored on each indicator using the rating scale given below (The observer is requested to go through the rating scale description carefully, before the observation). The comment space under each domain is for the observer to provide feedback or suggestions.

The four domains that form the basic framework of this audit are as follows:

1. Core Values and Ethics

This domain comprises core values (like empathy, respect for others, cleanliness, etiquette, courtesy, democratic spirit, spirit of service, responsibility, pluralism, equality and justice), professional ethics, commitment to profession and students, professional relationships, and responsible use of technology that a teacher is expected to manifest.

2. Professional Knowledge and Understanding

This domain comprises knowledge of subject area, pedagogy, curriculum and integration of technology in education. The teacher is expected to understand and know all these in order to function effectively.

3. Professional Competence and Practice

This domain comprises effective application of learning plans, classroom communication, classroom management, and assessment strategies.

4. Students' Learning and Engagement

This domain comprises the teaching-learning strategy, role of the teacher as a facilitator, connect with students and overall approach of teacher in the classroom environment.

Rating Scale Each performance indicator is rated on a five-point scale ranging from 1 (lowest) to 5 (highest) indicating the levels of performance. The description of the rating scale is as follows:

Capable of mentoring others	Standard of mentor level, inspiring work: The teacher should indicate/demonstrate that all aspects of his/her work exceeds the expectations (as per the indicator) and shows exemplary understanding (of the described indicator).	5
Demonstrates successfully / independently	Approaching standard of mentor level, enthusiastic to walk that extra mile: The teacher should indicate/demonstrate that some aspects of his/her work exceeds the expectations (as per the indicator) and show solid understanding (of the described indicator).	4
Demonstrates with limitation	Some improvement will lead to next level, need to work on finesse & completion: The teacher should indicate/demonstrate that a few aspects of his/her work exceeds the expectations (as per the indicator) and show some understanding (of the described indicator).	3
Is aware and understands	Just meets the acceptable standard, is aware and understands the requirement: The teacher should indicate/demonstrate minimal competencies acceptable to meet expectations (as per the indicator) and understanding is emerging.	2
Is aware	Yet to meet acceptable standard, committed guided effort will fetch results: The teacher indicates/demonstrates competencies which are inadequate to meet expectations (as per the indicator) and has serious errors, omissions or misconceptions. The teacher needs continuous professional support and guidance to improve.	1

Core Values and Ethics

- The teacher was punctual and well prepared for the class. All the required TLMs (Teaching Learning Materials) were properly organized.

Capable of mentoring others
 Demonstrates successfully / independently
 Demonstrates with limitation
 Is aware and understands
 Is aware
- Verbal communication of the teacher was accurate and that was reflected in his/her use of appropriate tone and intonation in the classroom.

Capable of mentoring others
 Demonstrates successfully / independently
 Demonstrates with limitation
 Is aware and understands
 Is aware
- The teacher used multi-level instructions to accommodate differences in learning styles, including those of students with disabilities and limited proficiency.

Capable of mentoring others
 Demonstrates successfully / independently
 Demonstrates with limitation
 Is aware and understands
 Is aware
- The teacher applied the principles of fairness and equality when grouping children, responding to queries, recognizing competence, effort and performance.

Capable of mentoring others
 Demonstrates successfully / independently
 Demonstrates with limitation
 Is aware and understands
 Is aware

Average

Professional Knowledge and Understanding

- The method and practice of teaching followed by the teacher was class appropriate and in perfect alignment with the suggested pedagogy.

Capable of mentoring others
 Demonstrates successfully / independently
 Demonstrates with limitation
 Is aware and understands
 Is aware
- The teacher used appropriate resources (e.g. posters, time-charts, videos, manipulatives, smart board, projector, online tools etc.) to enhance learning and effectively communicate the topic.

Capable of mentoring others
 Demonstrates successfully / independently
 Demonstrates with limitation
 Is aware and understands
 Is aware
- The teacher displayed effective pace and use of class time by providing appropriate amount of time for activation of prior knowledge, topic introduction, activities, discussion and closure.

Capable of mentoring others
 Demonstrates successfully / independently
 Demonstrates with limitation
 Is aware and understands
 Is aware
- The teacher demonstrated command and knowledge of subject matter. All the new terms/concepts/principles were explained with apt simple/real world examples.

Capable of mentoring others
 Demonstrates successfully / independently
 Demonstrates with limitation
 Is aware and understands
 Is aware

Average

Professional Competence and Practice

- The teacher modified/adapted the lesson plan and approach to incorporate individual child's needs, interests and diversities.

Capable of mentoring others
 Demonstrates successfully / independently
 Demonstrates with limitation
 Is aware and understands
 Is aware
- The teacher provided clear instructions to conduct the activity and manage the classroom. All the instructions were presented in clear, well-organized, factually accurate manner to avoid any kind of misunderstanding.

Capable of mentoring others
 Demonstrates successfully / independently
 Demonstrates with limitation
 Is aware and understands
 Is aware
- The teacher used/created the appropriate assessment activities/tools to assess learning that was aligned with lesson objective.

Capable of mentoring others
 Demonstrates successfully / independently
 Demonstrates with limitation
 Is aware and understands
 Is aware
- The teacher used effective disciplinary responses that minimised disruption and maximised instructional time.

Capable of mentoring others
 Demonstrates successfully / independently
 Demonstrates with limitation
 Is aware and understands
 Is aware

Average

Student Learning and Engagement

- The teacher implemented the lesson keeping in mind both individual and group learning needs. He/she moved around the classroom constantly during independent/group activity to assess mastery and provided individual help.

Capable of mentoring others
 Demonstrates successfully / independently
 Demonstrates with limitation
 Is aware and understands
 Is aware
- The teacher led students to the correct answer by asking pertinent, scaffolding follow-up questions that activated background knowledge, helping students to think aloud.

Capable of mentoring others
 Demonstrates successfully / independently
 Demonstrates with limitation
 Is aware and understands
 Is aware
- The students showed active participation (including showing willingness to ask question, answer questions and make guesses) as the teacher was approachable with amiable character.

Capable of mentoring others
 Demonstrates successfully / independently
 Demonstrates with limitation
 Is aware and understands
 Is aware
- The teacher encouraged students to look at problem/situation through different perspective/lens by asking open-ended questions.

Capable of mentoring others
 Demonstrates successfully / independently
 Demonstrates with limitation
 Is aware and understands
 Is aware

Average

Sample Questions for One-on-One Interaction

Core Values and Ethics

- What are the way/s that you use/try to foster an inclusive classroom?
- Who or what has been the greatest influence on your teaching?
- How do you keep yourself motivated to fulfill your commitment towards assigned roles and responsibilities?

Professional Knowledge and Understanding

- Which is the last book that you read?/ Which is the last professional development activity that you participated in?
- How has the understanding of pedagogy helped your teaching at Jaipuria?
- How have you kept yourself relevant in an increasingly diverse classroom?

Professional Competence and Practice

- What are some of the choices you made as you prepared for today's class?
- Execution of CO's lesson plan or creating your own plan, what would you prefer and why?
- Describe a time you felt challenged by a student. How did you handle the situation?

Student Learning and Engagement

- What kind of technologies do you find to be effective in engaging students?
- How would you rate today's class in terms of students' learning?
- How do you help your students develop the skill of 'paying attention to detail'?

What went well/ Areas of excellence-

What could be done better/ Areas of development-

Signature of Observer _____