



## **Purpose:**

The purpose of this policy is to provide a framework for lesson observations within the institution to ensure high-quality teaching and learning. It aims to support professional development, enhance student learning experiences, and promote best teaching practices.

## **Scope :**

This policy applies to all teaching staff across all levels and departments. It is intended to facilitate both formative and summative evaluations and is in alignment with the EFIA's commitment to continuous improvement.

## **Objectives :**

- Improve Teaching and Learning
- Promote Professional Development
- Quality Assurance

## **Types of Observation :**

### **1. Formal observation :**

- Scheduled in advance.
- Conducted by senior staff or appointed observers.
- Used for performance appraisals, compliance with regulatory standards, and career progression.

### **2. Informal Observations:**

- Unannounced or minimally scheduled
- Focused on providing developmental feedback

### **3. Peer Observations:**

- Encourages collaboration between colleagues.
- Aimed at sharing best practices and professional support.

## **Observation Criteria:**

- The observer will focus on specific aspects of teaching, including lesson planning, instructional methods, classroom management, student engagement, and the use of resources.
- Observers are required to minimize disruption and allow the lesson to flow naturally.





## **Post-Observation Feedback:**

- After the observation, a meeting will be held to discuss the observer's findings.
- Feedback will be constructive and focused on strengths as well as areas for improvement.
- A written report will be provided within 3 working days.

## **Follow-up:**

- Where necessary, follow-up observations or action plans may be arranged to monitor progress. Teachers are encouraged to engage positively in the observation process and use feedback as a tool for professional growth.
- They should ensure that lesson plans and materials are prepared in line with institutional standards and shared with the observer, if requested.

All information regarding lesson observations, feedback, and reports will be kept confidential and used solely for professional development and quality assurance purposes.

This policy will be reviewed annually or as needed to ensure it continues to support the EFIA's goals and complies with any updated regulations or standards.

