Focus for the activity

Prior to the lesson, the teacher in charge of the class should initiate discussions with the teacher who will be involved in the collegiate classroom activity. Two or three elements of practice the classroom teacher would like the visiting teacher to focus on during the lesson should be identified. This may include aspects such as:

- Effective group work
- Questioning techniques
- Open ended questioning
- Organisation of prac work
- Safety during the lesson
- Use of assessment strategies
- Timing throughout lesson
- Building student self esteem
- Use of discipline techniques
- Clarity of explanation
- Management of space and materials
- Level of challenge and engagement

You may just tick the box or add other aspects if you wish.

The Planned Learning Activity

Prior to the lesson the teacher in charge of the class should explain to the teacher involved in the collegiate classroom activity what they will be doing during the lesson. They should also outline what role they would like the visiting teacher to play in the lesson. You may wish them to participate or you may want them to be an observer who is recording specific information. Note this information here.
Other Information for the Appraisal Colleague

Prior to the lesson the teacher in charge of the class should record anything the appraisal colleague or visiting teacher might need to know about the lesson, the class or previous activities in order for them to put your lesson into context. Note this information here.

NOTE: Do not take this sheet into the classroom where students may see it.

Discussion and Reflection following the Activity

After the lesson discussion between the classroom teacher and the teacher who was involved in your collegiate classroom activity occurs.

Relate the discussion to the focus areas that you chose.

What worked well in the activity?
What did not work as expected?
What would you do differently given the opportunity to repeat the activity?
What have you learnt about your own teaching practice or about the students?
Is there any professional learning you would like to pursue as a result of this process?

NOTE: When completed this sheet should not be photocopied. It is the property of the classroom teacher.