

**PGCE FE Lesson Plan & Observation Form**

**Purpose: to plan individual lessons and consider wider teaching themes and capture feedback from observers.**

**Course Title:**

**Module/unit:**

**Level:**

**Date:**

1. **Aim, learning outcomes and background notes**

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| **AIM:** **What is the overall intention of the lesson?** |
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| **LEARNING OUTCOMES:** **By the end of the session learners will be able to:** |
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| **LESSON OVERVIEW/CONTEXT:** **(environment, relationship to course design, topic and sequence rationale, previous learning of group, individual needs within group)** |
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| **ADDRESSING WIDER THEMES. Positive behaviour (PB), wellbeing (WB), embedding English and maths and digital skills (EM) and Fundamental British Values (FBV)****How will the above wider themes be addressed?** |
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1. **Session overview (think about prompts - short notes - rather than description)**

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| --- | --- | --- | --- | --- | --- |
| **Time** | **Learning Outcomes****(reference)** | **Teacher activity - what will you be doing at points during the lesson?** **Learner activity – what will learner be doing? How will all learners participate?****Notes for individual needs – support and stretch. Inclusive strategies? Learning support** | **Assessment activity -****Formative feedback strategies and links to summative. When and how will you review of learning? How will achievement be recorded?**  |  **Resources -including signposts for independent study** | **Evaluation** **When were learners most engaged?** **When did they make most progress?** **What worked well? Why?****What would you differently? Why?****Complete after the session** |
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1. **Teaching Targets and Professional Standards (PSs) Focus**

***Please note: This section should be completed by the trainee BEFORE the observation. The observer should feedback on targets and PSs identified by trainee AFTER the observation.***

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| **Targets for feedback**  |
| **Trainee to complete before observation** Refer to your unique targets in PebblePad. You can add more rows. | **Observer to complete after observation -** has the target been met? Next steps: |
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| **Professional Standards (PSs) to get feedback on**  |
| **Trainee to complete before observation**Choose 3-4 PSs for feedback. They should be observable within the session (or through post observation discussion). You should aim to cover all PSs at least once for observation purposes | **Observer to complete after the lesson –** which grade is a best fit for the PS within the observed session? Very good (VG), good (G), competent(C), emerging (E) \* Add comments as appropriate. |
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**\*See descriptors in PGCE FE Review of Progress against the Professional Standards**

**Part Two - Observation form**

***Observer to complete all sections.*** *Observer should reference the descriptors/language found in the* ***Review of Progress against the Professional Standards*** *guidance document. If you do not have a copy of this document, please email* *l.rowland@worc.ac.uk* *to request one.*

***List of the trainee’s targets are available in Section 3 of the Lesson Plan above.***

**1. Observation details**

|  |  |
| --- | --- |
| Name of Trainee: | Name of Observer: |
| Date of Observation: | Observation number: |
| Subject: | Class (Level, Qualification): |
| Location of teaching: | Learner profile: |

**2. Comment on context**

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| ***Refer to section 1 of Lesson Plan, LESSON OVERVIEW/CONTEXT in Section 1 above and add key points:***  |

**3. Observer feedback**

 **3.1 Feedback** *Feedback should include: reference to Professional Standards and Targets where appropriate; clear analysis of strengths and areas for improvement; indication of impact of teaching ,learning and assessment on learners; reference, where appropriate, to wider curriculum themes including inclusive practice (IP) Positive behaviour (PB), wellbeing (WB), embedding English and maths and digital skills (EM) , Fundamental British Values (FBV)and Equality, Diversity and Inclusion (EDI)*

***Note: Observer to reference the language of descriptors in the Review of Progress against the Professional Standards document to support consistency.***

**3.2 Professional Standards Targets for future development (agreed at feedback).**

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| **Professional Standard SHARP \*target/s** | **Actions**  |
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**\*Specific, How (action), Achievable, Related (to PSs), Progressive (showing development)**

***Note to trainee: you must transfer any new targets to your Professional Standards Targets page in PebblePad and give the target a number for tracking.***

**Observer signature:**

**Date:**

**Trainee signature:**

**Date:**

***This form should be uploaded to Pebblepad by the trainee once complete.***