PEER OBSERVATION TEMPLATE

Working through the template

The peer observation template has been designed to provide a structure for the observer to record their observations while in the classroom and immediately following the observation. The use of this template is optional.

Step 1. Details of classroom being observed

The observer should record the date, time and location of the observed classroom. The nature of the lesson (e.g. year level and learning focus) should also be recorded.

1. Observation details

DATE:	TIME:	LOCATION:

STAFF MEMBER OBSERVED	STAFF MEMBER(S) OBSERVING:

GROUP/CLASS/YEAR LEVEL:	LEARNING FOCUS:

2. a) The peer observation focus is...

Step 2. Peer observation focus and agreed evidence

These can be imported from the pre observation conversation template. The focus and evidence sources will be referenced by the observer during the peer observation.

b) The agreed types of evidence to be collected during the observation will be...

Step 3. Observations relating to the agreed focus

The following table provides a space to record observations relating to the agreed focus.

The observer should be specific and provide examples of evidence as agreed during the pre observation conversation and recorded at step 2.

3. Capturing your observations	
a) Sight observation(s) What did you see the teacher and the students doing in relation to the agreed focus area?	
b) Sound observation(s) What did you hear the teacher and students saying in relation to the agreed focus area?	
c) Evidence Tailor this space to record specific measures according to the agreement during the pre observation conversation and directly related to the observation focus.	
d) Celebrations What aspects of the observation went well? What aspects of the observation should be shared with relevant collegiate groups?	
e) Questions The observer might have questions to clarify with the teacher after the observations or thoughts which can be listed here.	
f) Opportunities Was there anything that could be done differently to enhance student learning?	