



# POST OBSERVATION CONVERSATION TEMPLATE

## Working through the template

This template has been designed to support a collaborative conversation following the observation, which facilitates reflection and the provision of feedback. The use of this template is optional.

The teacher who has been observed should be encouraged to be reflective about the lesson and their students' learning. The provision of feedback from colleagues is considered to be one of the most powerful ways to support teachers to continually improve their practice. Quality feedback will be provided to teachers by the teacher(s) that observed their class, after all teachers have had an opportunity to reflect on the lesson. Guidelines to support for school staff in giving and receiving feedback to colleagues, in order to promote the provision of quality feedback, and an open and supportive culture during peer observations are available on the Department's website at: [www.education.vic.gov.au/school/teachers/teachingresources/practice/Pages/peerobservation.aspx](http://www.education.vic.gov.au/school/teachers/teachingresources/practice/Pages/peerobservation.aspx)

### Considerations, and capture your thoughts

- Did the lesson provide a strong basis for consideration of the focus of the observation?
- Providing specific examples, what were the areas for celebration – what went well?
- What could be improved to enhance student learning?
- What classroom routines could be changed to improve student learning?
- What are some potential areas for future focus to support improved professional learning and teaching practice?
- What aspects of the observation could be shared with other collegiate groups?

### Discussion prompts

The teacher being observed may answer the following questions and talk first, with the observer then providing their perspectives relating to the teacher reflections and based on their evidence notes from the observation template.

1. *Did the lesson provide a strong basis for consideration of the focus of the observation?*
2. *Providing specific examples, what were the areas for celebration – what went well?*
3. *What could be improved to enhance student learning?*
4. *What classroom routines could be changed to improve student learning?*
5. *What are some potential areas for future focus to support improved professional learning and teaching practice?*
6. *What aspects of the observation could be shared with other collegiate groups?*



**Capture your thoughts: enhancements to student learning might be achieved by improvements in teaching and learning practice in...**

**Bringing it all together**

*Use these sections to record how you will use the learnings from this peer observation moving forward, and how they may be linked to the school's improvement priorities and the teacher's individual Performance and Development Plan?*

**Consider: How can this link with the school improvement priorities and individual focus areas within the teacher's Performance and Development Plan?**