

Improving Teaching and Learning Through Observation and Mentoring

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Introductions



- Who are we?
- What did our project involve?



Agenda

- The mentoring handbook and resources
- The mentoring workshop overview
- Observation of Teaching and Learning resources overview

What is the role of a mentor?

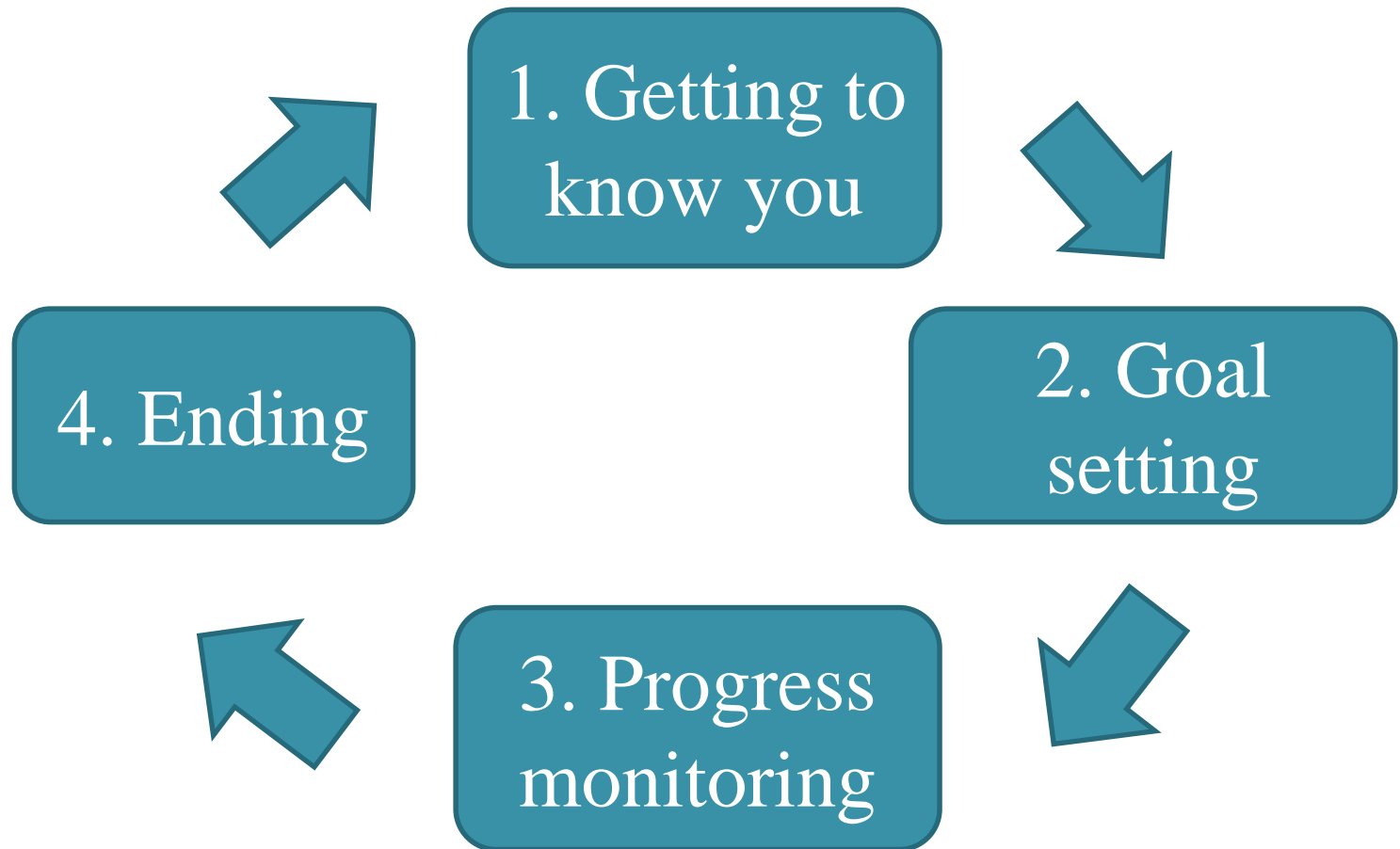




The mentor role

As a mentor, you pass on valuable skills, knowledge and insights to your mentee to help them develop personally and in their career.

Stages in the mentoring process



How do we ACTIVELY listen?





How do we ACTIVELY listen?

- Maintain eye contact
- Encourage the speaker
- Check understanding / summarise
- Appropriate body language



Explicitness is....

...defining, and specifying in explicit terms, what is required, so that the person has a clear mental picture of the actions, behaviour or results that are required.

SMART Targets

- SMART targets help develop explicitness in goal setting.
- SMART stands for:

S	Specific
M	Measurable
A	Achievable
R	Realistic
T	Time-bound



What is Feedback?

- Information about reactions to a product, a person's performance of a task, etc. which is used as a basis for improvement.

Oxford English Dictionary





Considerations when providing feedback

- Plan effectively, including the time to devote
- Enable the learner to have time to prepare
- Consider an appropriate environment
- Be clear and honest
- Remain positive
- Be objective – using facts / evidence
- Ensure the comments are constructive
- Feedback should be two-way
- It may need to be formally followed up
- Discuss alternatives / advice
- Motivational – positive / developmental



The Seven Learning Styles

- Visual** prefer using pictures, images, and spatial understanding
- Aural** prefer using sound and music
- Verbal** prefer using words, both in speech and writing
- Physical** prefer using your body, hands and sense of touch
- Logical** prefer using logic, reasoning and systems
- Social** prefer to learn in groups or with other people
- Solitary** prefer to work alone and use self-study



What could be barriers to mentoring success?

- In groups list on the left margin of a piece of flipchart the potential barriers to a successful mentoring relationship
- Move to the flipchart of a different group and say how you may overcome each of the barriers

What support is available?

- Your Learning Provider
- Mentoring Handbook
- Communities of Practice
- Websites – specific support
- Further training



Observation of Teaching & Learning



Observation of Teaching & Learning

- **Project Outputs**
- Three E Learning Modules
 - Inspection Perspectives
 - Report Writing
 - Post Observation Action Plans



Observation of Teaching & Learning

Why



Observation of Teaching & Learning

Producing

Observation

Reports





Producing Observation Reports

Module Introduction

If you successfully complete this module you should be able to describe and explain:

- Why observation reports are produced?
- Characteristics of well written and poorly written reports and their impact.
- How to identify the needs of various observation report audiences.
- The importance of contextualising the observation report.
- Different report formats – advantages and disadvantages.



Observation of Teaching & Learning

Inspection

Perspectives





- How observations conducted by inspectors differ from and are similar to internal observations.
- The 2015 CIF and Inspection Handbook content which informs observation practice.
- The content of the Ofsted documents
 - Principles of learning
 - Teaching, learning and assessment in further education and skills – what works and why that can and should inform observation practice.
- Inspector perspectives on the use of digital learning and how this should inform observation practice.

Observation of Teaching & Learning

Post

Observation






Action Plans





Module Complete

If you have successfully completed this module you should be able to describe and explain:

-  The things that need to be considered when developing a post observation action plan.
-  The process of analysing the content of the observation report and prioritising the most important issues for development.
-  What things need to be considered when engaging with a tutor to agree an action plan.
-  How to structure an action plan and produce improvement actions that are helpful for tutors.
-  The process of monitoring an action plan.

Observation of Teaching & Learning

Getting Access to the Modules





NAVIGATION

- Home
- My home
- Site pages
- My profile
- My courses
- Courses
 - Clients' Learning Zone
 - New 2014 Courses
 - Miscellaneous
 - Demonstration Area
 - OTLOV
 - RW AELP
 - AP AELP
 - IP AELP
 - IP
 - AP
 - RW
 - Sales
 - DLO1
 - Temperley
 - Final OTL Qualification Assessments
 - Workshop Assessments

ADMINISTRATION

HOME / COURSES / DEMONSTRATION AREA

Manage courses

Course categories:

Demonstration Area

Area where people can see demonstrations of different learning courses

Search courses:

Go

<http://portal4learning.co.uk/ELearning/course/index.php?categoryid=11>

 [OTL Report Writing AELP](#)



 [Action planning AELP](#)



 [Inspection Perspectives AELP](#)



Observation of Teaching & Learning

Observation of Teaching, Training & Learning Certificate.

<http://www.apprenticeship-staff-support.co.uk/>

Blended Qualification Course Information



The
Education
& Training
Foundation

eip
association of employment
and learning providers

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Observation of Teaching, Training & Learning Qualification

About the Qualification

People Projects UK Ltd offers the first nationally recognised Observation of Teaching, Training and Learning (OTL) Qualification in the UK. This is a rigorous level 4 endorsed qualification backed by a government licensed awarding body.

The qualification can be achieved in one of three ways:

- through 'blended learning' (e-learning modules and webinars)
- via the Accelerated 5 consecutive day (traditional learning model) course.
- via the Open Course (traditional learning model) 5 individual days spread over 2 months.

For details of each type of course see the menu on the right.

MENU

About the Qualification

Blended Course

Accelerated Course

Open Course

Mike Newbolt

TQ Training