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**NQT Induction - Initial Lesson Observation Proforma**

For first observation within first 4 weeks

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| **NQT:** | **Induction tutor:** |
| **School:** | **Date and time:** |
| **Subject:**  | **Year Group:** | **No in Class:** |
| **Focus of observation :** |  |

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| **Starting off** | **Availability of materials and resources** |
| **Appropriateness** | **Understanding** |
| **Monitoring of Progress** | **Behaviour management** |
| **Finishing off** | **General comments** |

Agreed actions:

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| Signed: | *NQT:* | *Induction Tutor:* |

**Prompts (What the observer is looking at and looking for):**

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| **Starting off*** Does the lesson start well and in an organised way?
* Does the teacher engage the pupils’ interest effectively?
* Do the pupils settle down quickly?
 | **Availability of materials and resources*** Are the teaching materials to hand?
* Are materials for pupils to use distributed efficiently and/or readily available for them to access?
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| **Appropriateness*** Is the content of the lesson appropriate?
* Are the activities pitched at the right level/too hard/too easy?
* Are the classroom management strategies used appropriately and do they promote independent learning?
* Is the lesson well paced?
 | **Understanding*** Does the teacher explain tasks clearly?
* Are the pupils clear about what they are doing and why?
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| **Monitoring and progress:*** Does the teacher monitor the progress of individuals and groups within the class?
* Do all pupils and groups of pupils make appropriate progress during the lesson and is the teacher able to articulate this?
 | **Behaviour management*** Is the teacher following the school’s agreed approach to rewards and sanctions?
* Is the class generally orderly and on task?
* Choose one incident of appropriate behaviour (this could be a minor incident):
* What happened?
* What did the teacher do?
* How did the pupil(s) respond?
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| **Finishing off*** Is the lesson brought to an effective conclusion?
* Do the pupils have an opportunity to review and demonstrate what they have learned?
 | **General comments*** What was effective about the lesson?
* Which aspect would benefit from further thought and discussion?
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