

Lesson Observation Policy

September 2025

Scope	All academic staff, including Lecturers, Course Coordinators, and Academic Support Tutors
OFS Condition	B1
Strategic Plan	Pillar 1
Access:	Public

Version 1.3
Approved by the Board of Governors

1.0 Introduction

1.1 The UK Business College (UKBC) Lesson Observation Policy is designed to enable academic staff to gain feedback from a trained and experienced observer and interact with fellow academic staff as part of a process of reflection on teaching performance, with emphasis on the intention to engage academics in critical discussion about learning and teaching. The policy takes two approaches to supporting academic staff and gathering information regarding teaching and learning. This includes formal management-led observations, and peer observations.

1.2 Academic staff will be required to engage in at least one management-led observation per academic year, and this should be within semester 1 of the academic year to allow for timely feedback and academic dialogue to take place to support teaching practices. Additional management-led observations can be arranged if required, based on factors such as:

- Academic staff requesting additional observations to support professional development
- Internal/external PGCHE portfolio requirements
- Probation/extended probation requirements
- Recurring student feedback

1.3 Academic staff must also undertake at least two peer observations throughout the academic year, comprising of one peer observation in each semester. It is recommended that the semester 1 peer observation is completed prior to the management-led observation.

2.0 Aims of the Lesson Observation Policy

2.1 The primary aims of the Lesson Observation Policy comprise of the following:

- Provide assurance to the College of the quality of teaching, learning and assessment.
- Enhance the importance attached to the quality of teaching.
- Ensure continuous improvement in individual teaching, learning and assessment practice.
- Inform objective setting and development needs within the appraisal process.
- Provide evidence in relation to probation and ongoing performance review.

- Provide data for Annual Academic Monitoring/annual Self-Assessment reporting.
- Enhance the quality of teaching by providing a framework for the identification and dissemination of effective pedagogical practices.
- Enable all academic staff to learn from each other and mutually benefit from improving understanding and practice.
- Support staff to identify strengths in learning and teaching, and to identify areas where teaching and student learning could be improved.
- Ensure that the quality of teaching and learning at UKBC is continually updated and enhanced in line with emerging trends and feedback across the education sector.

3.0 Teaching Observations Process

3.1 Associate Dean has operational responsibility for the scheme and will confirm the timing of expected observations including the observers and the deadlines for completion.

3.2 Observers should be trained in the provision of constructive feedback to academic staff on their teaching practices. The policy owner has responsibility for ensuring that observers are suitably trained.

3.3 Preparation should ensure that observers fully understand the teaching observation process and are able to provide appropriate feedback that will enable the observee to enhance/improve their teaching practice.

3.4 The observer should identify any areas of practice that require development, and/or could be enhanced/explored further.

3.5 A management-led teaching observation should involve the following:

1. A pre-meeting
2. The teaching session observation itself
3. A debrief meeting.

3.6 A Lesson Plan must be submitted to the observer at least 24 hours prior to the observation; it is the observer's responsibility to liaise with lecturer to ensure the lesson plan is submitted.

3.7 Observers will complete the Learning and Teaching Observation form for each management-led observation.

3.8 The Associate Dean must complete an observation outcomes report at the end of the academic year, which is to be shared across the College. Good practice must be

recorded for dissemination, utilising Learning & Teaching Forums to disseminate any good practice and recommendations.

4.0 Peer Observation Process

4.1 Each academic year, academic staff members will engage in peer observation in accordance with UKBC's guidelines. Peer observation is intended to benefit the observer and observee, including the following:

- Identifying areas of good practice
- Discussing possible alternative pedagogical strategies
- Discussing student case studies
- Fostering an 'exchange culture', whereby the observer identifies practices which can be adopted within their own teaching and learning

4.2 The Associate Dean will be responsible for pairing up academic staff, according to factors such as subject, discipline, student feedback, and identified areas of good practice and/or areas for development.

4.3 The observer and the observee will meet prior to the observation to discuss, the lesson plan, content and focus to the observation. This provides an opportunity for both parties to discuss what areas of practice they wish to focus their development on.

4.4 Observations should not impact on the teaching activity or impact on the student experience.

- Post-observation discussion should be organised to take place at a convenient time after the observation.
- The observer and observee should collectively identify and agree on the aspects of good practice and developmental needs identified through the observation.
- Observers must send the relevant completed Peer Observation form to the Associate Dean by the specified deadline. A copy of the Lesson Plan must be attached with the form.

5.0 Dissemination

5.1 The Associate Dean will produce a summary report, using the completed Peer Observation Forms and associated notes and comments

5.2 All documentation (individual peer observations, lesson plans and campus reports) must be returned to the Quality Office.

5.3 Outcomes presented and discussed at Learning and Teaching Forums and other staff development events, as applicable.

6.0 Policy Review

6.1 This policy will be reviewed every year, unless there are internal or sectorial changes that necessitate earlier review.

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