

Responsible Person	Rachel Wood, MetFilm School Deputy Director
Approving Body	Learning, Teaching and Assessment Committee
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Principles

Met Film School recognises the value of high quality teaching and is committed to providing support and training to improve teaching practice. A key mechanism used to ensure high quality teaching and learning at MetFilm School is the Peer Observation Policy.

The Peer Observation Policy is designed to;

- Promote a culture in which good teaching is valued and to enhance teaching quality at the point of delivery by encouraging reflection on practice.
- Provide a supportive and constructive framework for teaching staff to monitor, reflect upon and improve the quality of their teaching.
- Enhance the quality of teaching by providing an effective framework for the identification and dissemination of good teaching practice.
- Enhance the quality of teaching by the identification of staff development needs

The Peer Observation Policy will meet internal and external teaching regulatory expectations such as the new QAA quality code for Higher Education. The School also needs to ensure that all members of staff undergoing Peer Observation of Teaching are treated in a fair and consistent manner.

The Process:

The process comprises a formal teaching and learning observation schedule conducted annually, the schedule is held by the Senior Education Team.

All tutors are subject to regular peer observations conducted by a Course Leader or Deputy Directors resulting in an assessment of the observed teaching and learning against the HEA Professional Standards Framework and the QAA Quality Code.

The peer observation policy is constructive and developmental both in spirit and in application. It serves as a means to identify best practice at MetFilm School and those on the Education Team who may be able to provide training and guidance to peers. It also allows for any deficit an individual might display in relation to the 'Attributes of the MetFilm School Tutor' and allows us to make interventions where necessary.

Procedure

The Peer Observation Strategy is managed and conducted by the Deputy School Director (Teaching and Learning). Observations are arranged and conducted by members of the Senior Education Team, delegated course leaders or tutors who have received specific training.

Each Peer Observation is comprised of a six stage process;

- Preliminary Meeting between tutor and observer to identify appropriate lesson, discuss lesson plan and objectives, and cover any other relevant material before the lesson takes place. This observation would typically be informed by issues or targets identified in the previous observation.
- Tutor provides observer with lesson plans and any other teaching and learning materials.
- Observation of the lesson, in which the observer is introduced to the class and spends 1-2 hours observing the lesson.
- Observer provides written feedback to the tutor using the pro-forma within one week of the observation.
- Post-Observation Summary to review the outcomes of the lesson, identify strengths, any further training, and any actions e.g., more information required, CPD training etc.
- Observer formally logs the observation with HR if a permanent employee, tutor's line manager, relevant Course Leader and alerts the Line Manager if further intervention is required.

The Deputy Director (Teaching and Learning) and HR Manager are specifically responsible for:

- Ensuring that all staff are observed annually according to agreed protocols
- Ensuring that all documents are filed accordingly
- Ensuring that required data and reports are prepared for review
- Ensuring that all new sessional tutors and/or new members of staff are observed within the first three months of their engagement.

If a tutor is not satisfied with the observation experience or any aspect of the feedback received, they may raise this through the Deputy Director (Teaching and Learning) or HR Manager who will convene a panel to review the observation report and, if deemed necessary, convene a subsequent observation session.

Management and Review

The peer observation record of activity is reviewed annually by the Learning, Teaching and Assessment Committee. All Observation activity is fully documented and used to inform:

- Course Leaders – to assist C/L's in the review, monitoring, and assessment of the quality of teaching and learning with modules on their programmes
- Annual Programme Reviews: used to review, monitor, and assess the quality of teaching and learning across an entire programme
- Self-evaluation: institution wide review of our performance
- Staff development: used to assist in identifying development needs for teaching staff.