

# GROUNDWORK

CHANGING PLACES  
CHANGING LIVES



---

## R2W Teaching and Learning Policy GWSNT – COL07

*This policy applies to all R2W college staff and learners at Groundwork South and North Tyneside (hereafter referred to as Groundwork)*

## **Policy**

This policy provides guidelines for all teaching and support staff on the conditions for establishing effective, consistent teaching and learning. Groundwork SaNT aims to provide excellent teaching and learning opportunities for all learners providing a safe, supportive environment where learners can learn, grow and succeed.

The Teaching and Learning observation process is an integral part of the service's quality improvement and quality assurance process.

The Observation of Teaching and Learning (OTL) through Learning Walks is used to support tutors to reflect on their performance and to enable them, through support and training, to recognise what excellent teaching and learning should look like and to develop strategies to improve their professional practice in order to achieve it.

Groundwork SaNT seeks to use information gathered through the observation process to identify and share areas of best practice and to support the staff development priorities.

The organisation also uses the Observation of Teaching and Learning process to support its self-assessment and staff appraisal process.

## **Scope**

The purpose of this policy is to set out the standards for teaching and learning observations to ensure that observations are consistent, impartial and effective across the organisation.

This policy applies to all tutors and teaching staff within the organisation.

## **Legislation**

This policy provides guidelines for all teaching and support staff on the conditions for establishing effective, consistent teaching and learning at Groundwork SaNT. This policy intends to set out how we can best ensure that our aspirations for our learners are achieved by delivering outstanding practice on a day-to-day basis in our classrooms. Regular review of the policy informs the planning of CPD and links with the Quality Improvement plan of the organisation.

## **Quality Standards**

The tutor and the observer must be clear about the set objectives of the Observation of Teaching and Learning process and understand the process in which they can contribute to making the experience positive and productive. We will ensure that:

- Staff undertaking the Observation of Teaching and Learning are current practitioners and have undertaken a teaching/training role within the same academic year as the observation.
- Observation of Teaching and Learning staff will be competent and trained to conduct observations.

- All new teaching staff will undergo one observation within each term of employment of their first year.
- All teaching staff will receive at least one observation in each academic year and up to a maximum of three, in total no longer than three hours.
- Observers and observees will receive written Teaching and Learning guidance together with the Grading Standard criteria used to judge performance.
- All observees will receive oral feedback following their observation and relevant actions discussed and devised.
- Where necessary, observees will receive a re-observation within 6 weeks of the agreed action plan being completed.
- Action plans will be achievable and specify timescales and identify the person who is responsible for completion/support of the actions. A clear date and time review must be stated.
- All actions will be reviewed and completion of all actions monitored by the Deputy Head.
- Training and development needs from all observations will be collated by the Deputy Head and will be incorporated into the service wide QIP.
- Observation findings will be analysed and reported through the Governor Reports and meetings. This information will also be included in the service wide Self-Assessment report.

## Policy review

Developed By:	Rachel Kitson
Approval Date:	September 2025
Review Date:	September 2025
Next Review Date:	September 2027
Version:	04

## Version Control

Version Number	Date	Name	Job Title	Document Status
01	February 2022	Rachel Kitson	Head of Provisions and Achievements	Approved
02	September 2023	Rachel Kitson	Head of Provisions and Achievements	Approved
03	September 2024	Rachel Kitson	Head of Provisions and Achievements	Approved

04	September 2025	Rachel Kitson	Director	Approved

