Inspection visits in the classroom - how to prepare your teachers and students

Mike Tweedale
Vice Principal - Kingston College

Overview

Experience

Planning

Preparation

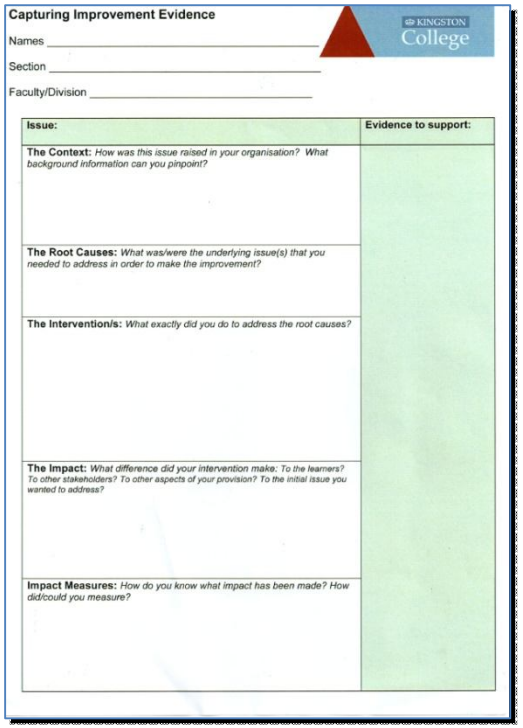
Inspection Process

Experience

What actions we took

What impact they had on teaching & learning

Issue & Context
Root Cause
Action/Intervention
Monitor for Impact
Measure Impact



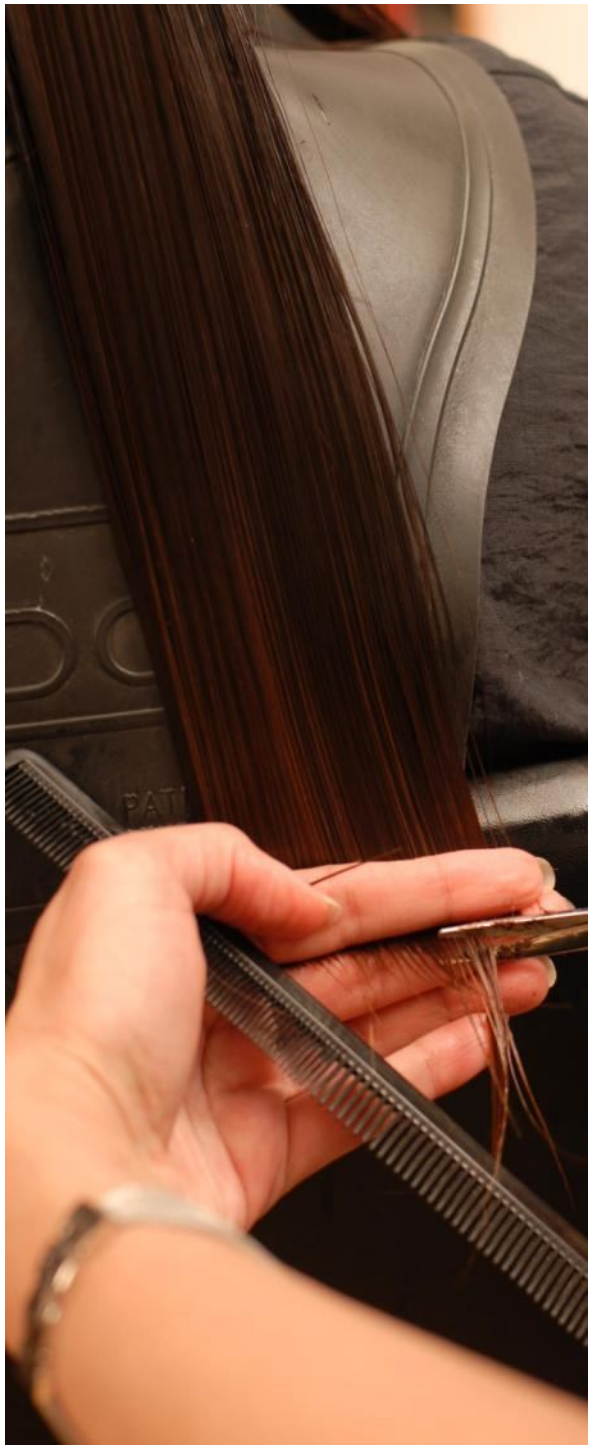
Capturing Improvement Evidence

Names _____

Section _____

Faculty/Division _____

Issue:	Evidence to support:
The Context: *How was this issue raised in your organisation? What background information can you pinpoint?*	
The Root Causes: *What was/were the underlying issue(s) that you needed to address in order to make the improvement?*	
The Intervention/s: *What exactly did you do to address the root causes?*	
The Impact: *What difference did your intervention make: To the learners? To other stakeholders? To other aspects of your provision? To the initial issue you wanted to address?*	
Impact Measures: *How do you know what impact has been made? How did/could you measure?*	



Planning

Inspection is the Quality Assurance of our Quality Improvement Cycle

Inspection is for us, not for Ofsted

Long term preparation

Continuous improvement

No short-term fixes in 3 weeks

Has to be real

Preparation

- Teacher preparation
  - Lesson Observation Scheme
  - Self Assessment Cycle
- Student preparation
  - Student Voice
  - Student Communication

Lesson Observation Scheme

Internal Quality Review (IQR) replicates Ofsted inspection process
Scheduled over 5 months by SSA
Cross college Lesson Observation team
3 weeks' notice
Minimum 30 minutes observation
Graded as per CIF guidelines
Joint lesson observations
Drop ins for up to 15 minutes
Checklist of paperwork expected

KINGSTON College

Differences from Ofsted

Written feedback
Identified and agreed action plan
Used as discussion document in PDR process
Specific CPD for lessons graded 3 or below
Supported by Learning Coaches

1 year before inspection
- External Quality Review
- Ofsted inspectors for all SSAs
- Joint lesson observation & feedback

Self Assessment

SAR replicates the CIF
QIAP is an ongoing continuous action plan reviewed monthly
Comprehensive data packs for SSAs
Qualification SARs - Sept, Jan & June
Termly monitoring with VP & Quality Dir.
Focus on performance targets, action plan, impact on learning
Monitors student involvement

Student Voice

Daily SMT walkabout - casual conversations
Daily drop ins to classes by lesson observers and learning coaches
'Method of the month' teaching themes
Course reps ½ termly forum - Head of School
School reps ½ termly forum - Principal / VP
Focus groups - teaching and learning, E&D, accommodation
Student Governors, student council
Surveys, suggestion boxes, compliments & complaints
Involvement in decision making

Student Communication

Moodle VLE

Website, Intranet, Principal's blog

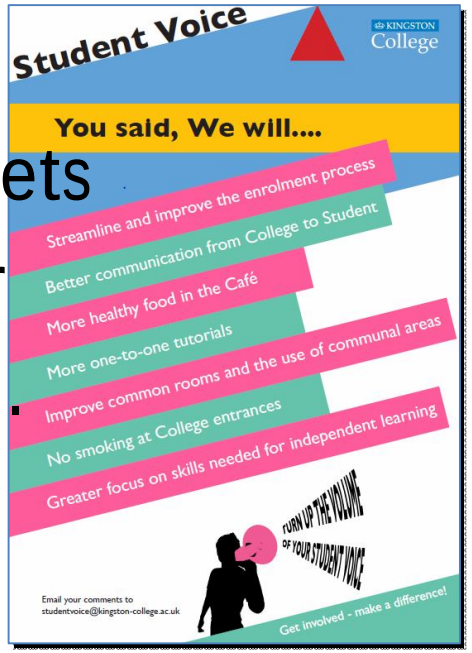
Student newsletter and News stories

TV screens and Notice boards

Films, Poster campaigns, Leaflets

Email, Text, Facebook, Twitter

You said, we listened, we did...

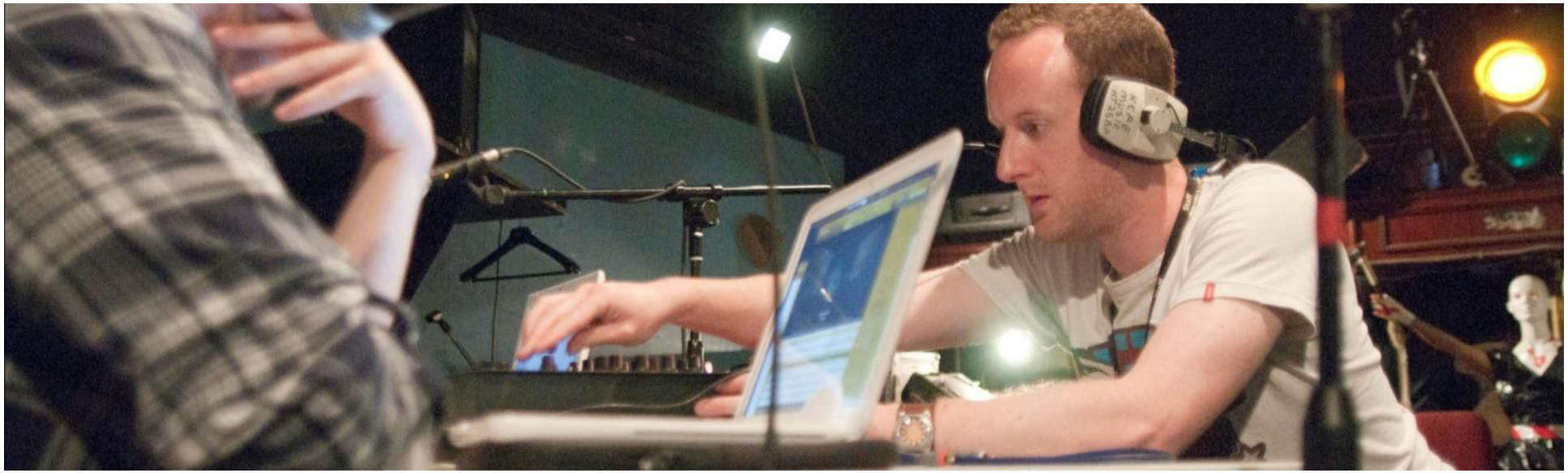


Inspection Process

Inspectors

Teachers

Students



KINGSTON College

Inspectors

Present the College in the very best light

Provide as many opportunities to talk to students as possible

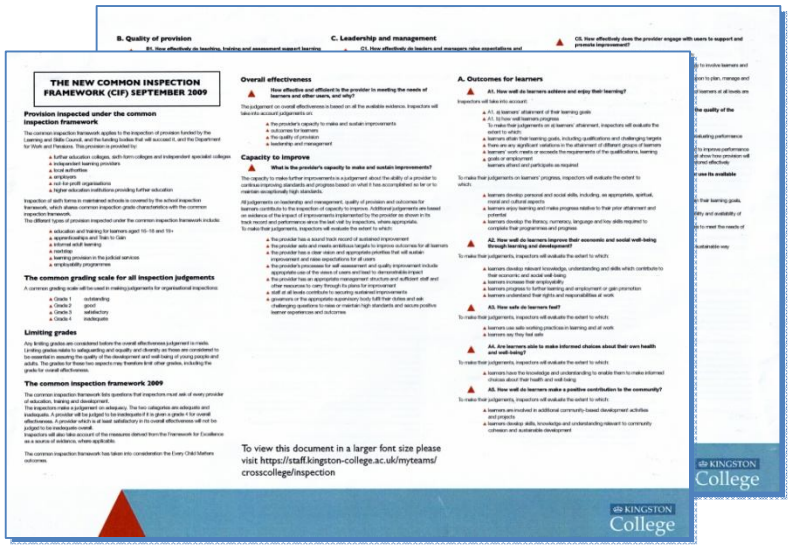
Explain why it works in the best areas

Explain where it doesn’t work and what we’re doing about it

Take a consultative solutions approach

Teachers at Inspection

All staff briefings to ramp it up
Lesson observations as usual
100 staff in focus contributory question meetings
Preparatory meetings exactly 1 week before at same time
Use of checklists



THE NEW COMMON INSPECTION FRAMEWORK (CIF) SEPTEMBER 2009

Provision inspected under the common inspection framework

The common grading scale for all inspection judgements

Limiting grades

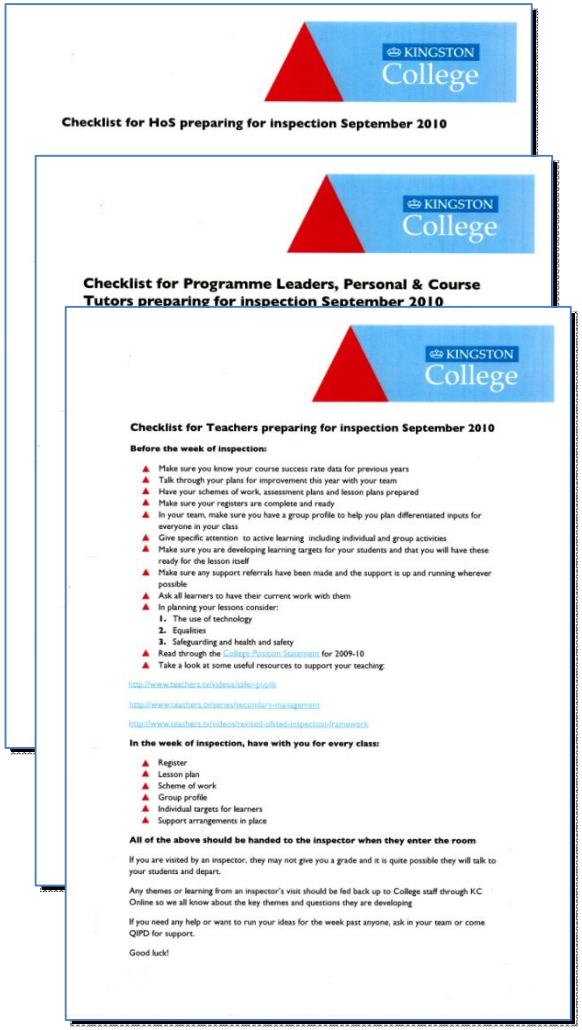
The common inspection framework 2009

Overall effectiveness

Capacity to improve

A. Outcomes for learners

To view this document in a larger font size please visit https://staff.kingston-college.ac.uk/myteams/crosscollege/inspection



Checklist for HoS preparing for inspection September 2010

Checklist for Programme Leaders, Personal & Course Tutors preparing for inspection September 2010

Checklist for Teachers preparing for inspection September 2010

Before the week of inspection:

- Make sure you know your course success rate data for previous years
- Talk through your plans for improvement this year with your team
- Have your schemes of work, assessment plans and lesson plans prepared
- Make sure your registers are complete and ready
- In your team, make sure you have a group profile to help you plan differentiated inputs for everyone in your class
- Give specific attention to active learning including individual and group activities
- Make sure you are developing learning targets for your students and that you will have these ready for the lesson itself
- Make sure any support referrals have been made and the support is up and running wherever possible
- Ask all learners to have their current work with them
- In planning your lessons consider:
  1. The use of technology
  2. Equalities
  3. Safeguarding and health and safety
- Read through the College Position Statements for 2009-10
- Take a look at some useful resources to support your teaching:

http://www.teachers.tv/videos/safer-pupils

http://www.teachers.tv/series/secondary-management

http://www.teachers.tv/videos/revised-ofsted-inspection-framework

In the week of inspection, have with you for every class:

- Register
- Lesson plan
- Scheme of work
- Group profile
- Individual targets for learners
- Support arrangements in place

All of the above should be handed to the inspector when they enter the room

If you are visited by an inspector, they may not give you a grade and it is quite possible they will talk to your students and depart.

Any themes or learning from an inspector's visit should be fed back up to College staff through KC Online so we all know about the key themes and questions they are developing

If you need any help or want to run your ideas for the week past anyone, ask in your team or come QIPD for support.

Good luck!

KINGSTON College

Students at Inspection

Tell students when inspectors are coming
Allocated 2 students to each key question inspectors and each SSA inspector
Over 200 students in focus meetings
Briefings for meetings
No real additional preparation
Students are the real reflection of our success or failing

Spot check -
Readiness Confidence Level

Grade your college: 1 - Outstanding, 2 - Good, 3 - Satisfactory and 4 - Inadequate

If Ofsted give you 3 weeks' notice on Friday -

How well do teachers understand the CIF and how it's applied by inspectors?

How well do teachers understand and feel confidently prepared for the inspection process?

How well are actions regularly monitored for their impact on learning?

How well are students listened to and feedback is acted upon?