

## Handout A - Classroom Observation Checklist

Name of teacher: \_\_\_\_\_ Class: \_\_\_\_\_

Subject: \_\_\_\_\_

Topic: \_\_\_\_\_ Date: \_\_\_\_\_

S#	Area	1	2	3	4	5
1	Lesson objectives are SMART					
2	Motivates students starting the lesson, and links concepts					
3	Explains the concept clearly					
4	Uses variety of teaching techniques and strategies to enhance students understanding of the concept/skill					
5	Engages students in meaningful activities					
6	Uses language appropriate to the level of students					
7	Invites/encourages/praises students' participation					
8	Actively monitors students					
9	Gives equitable attention to all students					
10	Appropriate time is given for students' tasks					
11	Teacher is alert and full of energy					
12	Uses body language (eye contact, facial expression, gestures)					
13	Teacher's voice is audible					
14	Uses relevant low cost/ no cost teaching aids					
15	Understands all the areas of the topic/subject at the required level					
16	Activities are facilitative to achieve the target objectives					
17	Assesses/evaluates learning					
18	Appropriate amount of work is planned and completed					
19	Uses whiteboard/blackboard effectively					
20	Assigns creative homework with clear instructions					

Feedback for improvement:

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### Initiating and Sustaining School-based Teacher Development Sessions

The concept of school-based teacher development sessions involves creating opportunities for teachers to enhance their skills, knowledge, and teaching practices within the context of a specific school or educational institution utilizing their own capacities.

Steps to initiate and sustain school-based sessions

- Assess Current Needs
  - The areas where teachers require improvement
  - The areas where you and your teachers have expertise
  - Identify areas to work on
- Share your goals and expectations
  - What outcomes are you looking to achieve?
- Establish a Team
  - Coordinators or any other potential/interested teachers who will lead these sessions
- List and prioritize the identified areas
- Select teachers as facilitators
  - Start with those having interest and expertise
- Set a Schedule
  - Decide on time, frequency and duration of the sessions
- Launch the Program
  - Model it (you as a school leader should take the lead)
- Feedback and Evaluation
  - Use the feedback to make necessary adjustment
- Ongoing Support to the team and the facilitators
- Celebrate Successes
  - Recognize the hard work and dedication of the teachers and facilitators.

Ideas taken from Nawab (2023), Using action research to initiate school-based teacher development activities: Insights from Northern Sindh published in Educational Action Research.

