

Monitoring Policy



Policy Date	1st September 2023
Review Date	1st September 2024
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Goode Teaching and Education Services monitors the performance of staff in relation to KPIs for attendance and outcomes. We also monitor the quality of teaching and learning by observing lessons, conducting learning walks and scrutinising workbooks. Our expectations for standards of teaching and learning can be found in the [Teaching and Learning Policy](#).

Observations provide valuable insights into the quality of teaching and learning. They enable leaders to inform staff about what they are doing well, share good practice and work collaboratively to maximise learners' progression.

Observations

New tutors can expect 2 lesson observations in the first 3 months. Formal lesson observations for all other tutors take place once a year (unless the tutor is under a performance management plan). Feedback is given face-to face the same week that the observation has taken place. Feedback is constructive and reflective, and may involve the tutor setting themselves a target. Tutors have the opportunity to share good practice as well as take part in CPD to help improve their practice.

Learning Walks

Learning walks take place twice a year. They may have a theme which will be communicated to staff prior to the learning walks. Learning walks also provide an opportunity to check that feedback from formal observations or prior learning walks has been acted on by staff.

Both tutors and learning support officers will receive feedback from learning walks.

KPI monitoring

Key Performance Indicators (KPI) are used to assess the effectiveness of our projects. Each week, staff will be expected to report on attendance, punctuality and any persistent issues in this regard. Staff will also report on job outcomes and learner referrals.

Cause for concern

If, during monitoring, there are serious causes for concern relating to performance, this will be discussed with the member of staff concerned and a Performance Monitoring Plan may be put in place. In this case, the member of staff will be subject to additional meetings and monitoring.