

15-day Observation Period



The school :

- Tour the school
- Meet the staff: headmaster, school secretary, teachers, CPE, AED, nurse, librarian, other assistants if there are any, etc...
- Get codes for equipment (PCs, copiers, printers...)
- Get keys for classrooms
- Read and ask about the health and safety rules in the school
- Get information about time: lessons, breaks, lunch...
- Try and attend lessons in multiple subjects. You may spend the whole day with a specific class in order to see what a school day looks like for students

The English lessons :

- Check how the teacher handles the classroom, and enables everyone to participate in the lesson
- Observe the student dynamics
- Focus on classroom management
- Identify the different phases of the lessons, and the different rituals
- Check how the teachers make the students work on the 4 skills: reading, listening, writing and speaking
- Identify how the teacher communicates with the students and how he/she enables them to interact
- Find out the topics dealt with and the cultural elements the students learn about
- Observe how the teacher engages with shy students
- Look at teachers' lesson plans
- Be attentive to the level of English of the students to find out what they will be able to do
- Ask about students with special needs and the type of special help you need to provide
- Start trying to learn names

Prior to the class:

- The teacher's lesson plan
- How many classes will he teach on this lesson?
- What documents will be studied?

During the class:

<p><u>Focus on the students:</u></p> <ul style="list-style-type: none">✓ Student dynamics: how do they interact?✓ Level of English?✓ Identify students you can rely on✓ Identify students with special needs (and how to help them)	
<p><u>Focus on the teacher:</u></p> <ul style="list-style-type: none">✓ How does he engage with students?✓ How does he provide help?✓ How does he encourage students to interact?✓ How does he deal with conflicts? With students who are reluctant to participate?	
<p><u>Focus on the lesson:</u></p> <ul style="list-style-type: none">✓ Topic of the lesson?✓ Cultural elements studied?✓ Skills? reading, listening, writing and speaking	
<p><u>Focus on time management:</u></p> <ul style="list-style-type: none">✓ Identify the different rituals✓ Identify the different phases of the lesson✓ How is each phase introduced?✓ Transitions?	