

Hampstead Hill School

## Upper School Teacher's Evidence Protocol



2016-17

# Hampstead Hill School

## The Evidence Protocol

### Potential Sources of Evidence for Performance Management Review

Only persons who have a direct professional knowledge of the reviewee may provide evidence.

#### Planning and organising learning

- \_ Classroom plans/seating arrangements
- \_ Groupings based on assessment information
- \_ Termly or weekly lesson plans showing links to assessment information
- \_ Termly or weekly plans with reference to school/Departmental targets/priorities
- \_ Teaching log or notes
- \_ Schemes of work contributed to/reviewed
- \_ Homework schedule\_ Action plans
- \_ IEPs
- \_ Work plan for classroom assistant/learning support
- \_ Record of resources for learning
- \_ Monitoring report from curriculum leader
- \_ Monitoring/evaluation report from senior manager
- \_ Witness statement from peer/line manager

#### Quality of teaching and pupils learning

- \_ Samples of pupils work
- \_ Comments on pupils work
- \_ Lesson observation feedback record
- \_ Examples of differentiated activities/work sheets
- \_ OFSTED feedback
- \_ Feedback from pupils
- \_ Feedback from parents
- \_ Information about joint action with SENCO to meet pupil's needs

### **Assessment**

- \_ Samples of marked pupil's work
- \_ Group and individual targets and objectives
- \_ Written feedback to pupils/pupils reports
- \_ Marking records
- \_ Records of assessments against school assessment framework

### **Pupil Attainment**

- \_ Analysis of baseline information from the beginning of the year
- \_ Projected attainments/targets
- \_ Progress records/report
- \_ Analysis of teacher assessments
- \_ End of module assessments
- \_ Analysis of school based test results
- \_ Analysis of external testing
- \_ IEPs
- \_ Pupil feedback
- \_ Records of events, displays, awards

### **Professional Development and Professional Effectiveness**

- \_ Record of action taken as a result of a professional development activity
- \_ The use of different strategies/improved approaches to teaching and learning (observation records or witness statements)
- \_ Notes of presentations to colleagues/parents/governors
- \_ Classroom research and development projects
- \_ Research and development work from elsewhere in the school
- \_ Contributions to the work of the 'team' (Department or Year Group).
- \_ Contributions/review of policy
- \_ Contributions to/review of SOW
- \_ Contribution to the implementation of the SIP
- \_ A bid or proposal that has been written
- \_ Notes of presentations on behalf of the school
- \_ Training and development record
- \_ Positive attitude to promoting equality, diversity and difference

### **Wider contribution to the school**

- \_ Clubs that are run
- \_ Organisation of day or residential trips
- \_ Team meeting notes
- \_ Annual review record
- \_ Representing the school
- \_ Feedback from colleagues/pupils/parents
- \_ Monitoring/evaluation records of the SIP