

ACADEMIC SCHOOL VISIT

CHECKLIST

SUMMER 2016

SCHOOL NAME

Cavendish School of English

NAME OF ACADEMIC SCHOOL VISITOR

Mr Carlos Grima

NAME AND POSITION OF PERSON RESPONSIBLE DURING THE VISIT:

Ms Marthese Giordimaina

DATE

Wednesday 3rd August @ 11:00am

TIME

SECTION 1: TEACHERS' PORTFOLIOS

	Yes	No
1 Were you provided with a list of teachers/classes/levels/student numbers in the classes and room numbers at least two working days before the start of the Visit?	●	
2 Were you able to read the last ASV Report for this school/annex?	●	
3 Was a school representative waiting to meet you and was all the necessary documentation ready and prepared?	●	
4 Were you provided with an adequate location in which to carry out your reading of the documentation required?	●	
5 Were you able to read approximately 25% of Teacher Portfolios of teachers who teach at the school throughout the year and who had worked for at least 100 hours?	●	
6 Were you able to read approximately 25% of portfolios of Teachers who are employed on a seasonal basis (i.e. 'summer teachers'), and who had worked for at least 100 hours?	●	
7 Did all portfolios contain?		
a. an updated CV including relevant teaching experience	●	
b. a summary of teacher development interviews (at least one per year), including:		
i. any development self-evaluations	●	
ii. any development targets set and agreed by the Director of Studies (or their assigned representative) and the teacher	●	
c. a summary of any classroom observations carried out for development or appraisal purposes, including		
i. a lesson plan for each observed lesson	●	
ii. a lesson self-evaluation for each observed lesson	●	
iii. written feedback on each observed lesson by the Director of Studies (or their assigned representative)	●	
d. a selection of course or weekly timetables provided by the teacher containing a programme of learning for a selection of classes taught by the teacher	●	
e. any other relevant material which the teacher or Director of Studies wishes to include in the portfolio, e.g.:		
i. lesson plans	●	
ii. copies of marked work	●	
iii. evaluations of learner progress		
iv. other (please specify)		●

SECTION 1: TEACHERS' PORTFOLIOS

COMMENTS AND SUGGESTIONS RELATING TO SECTION 1

Section 1 : Teachers' Portfolios. The School keeps accurate Teachers' portfolios. These are updated regularly.

SECTION 2: LEARNER FEEDBACK REPORTS

	Yes	No
1 Were you able to read a selection of Learner Feedback Reports relating to their academic component?	<input checked="" type="radio"/>	<input type="radio"/>
2 Which month of the year did you select? <u>June July 2016</u>	<input type="radio"/>	<input type="radio"/>
3 How many did you read? <u>Approximately 50</u>	<input type="radio"/>	<input type="radio"/>
4 Were the majority of the learners satisfied?	<input checked="" type="radio"/>	<input type="radio"/>
5 Were the majority of the learners more than satisfied?	<input checked="" type="radio"/>	<input type="radio"/>
6 Were the majority of the learners less than satisfied?	<input type="radio"/>	<input checked="" type="radio"/>

COMMENTS AND SUGGESTIONS RELATING TO SECTION 2

SECTION 2: The schools keeps accurate Learner Feedback Reports and follows up each issue.

SECTION 3: LEARNER FOCUS GROUP QUESTIONS

School: Cavendish School of English

Date: Wednesday 3rd August 2016

Interviewer: Carlos Grima

Please record majority opinions e.g. by using a tick system, and record any strongly-felt disagreements. Whenever possible, please ask for evidence, clarifications and explanations and keep a note of these.

Set 1	Extremely Satisfied	Very Satisfied	Satisfied	Not Satisfied
Overall, are you satisfied with your language course?	●			
Do you feel that you have been put in the right level?	●			
Do you feel that you are learning what you want and need to learn?	●			
Do you feel that you have improved your English?	●			
Are you satisfied with your teacher(s)?	●			

Set 2	Y	N	Notes
Do you feel that your teachers are professional and prepared in their work?	●		
Do you feel that your teachers know their subject well?	●		
Do you feel that your teachers use methods and techniques which help you learn?	●		
Do you feel that your teachers make the lessons interesting?	●		
Do you feel that your teachers try to help you as much as they can?	●		
Do you feel that your teachers care about your progress?	●		
Do you feel that your teachers plan the course in a way which makes sense?	●		
Do you feel that your teachers use learning materials that are interesting and well-presented?	●		
Do you feel that your teachers use resources (e.g. technology) that help you learn?	●		

SECTION 3: LEARNER FOCUS GROUP QUESTIONS

Set 3	Y	N	Notes
Are you satisfied with your classroom?	●		
Is it big enough?	●		
Do you feel comfortable in your classroom?	●		
Is the furniture adequate?	●		
Is there enough light?	●		
Is the temperature in the room comfortable?	●		
Is the number of students in your class the same as what was advertised?	●		
Does the school have rooms where you can study and learn when you are not in class?	●		

Set 4

1. What do you think are the school's main strong points, from a learning and teaching point of view?

Teachers choose topics that we find very interesting.

Teachers focus mostly on fluency which is where we need to progress most.

2. What suggestions can you make to help the school improve?

No suggestions forwarded.

3. Do you have any further comments?

There were no further comments.

SECTION 3: LEARNER FOCUS GROUP QUESTIONS

COMMENTS AND SUGGESTIONS RELATING TO SECTION 3

SECTION 3: Learners' Focus Group: Learners are satisfied with the services provided especially with the quality of the teaching and learning process.

SECTION 4: TEACHER FOCUS GROUP QUESTIONS

School: Cavendish School of English

Date: Wednesday 3rd August 2016

Interviewer: Carlos Grima

Please record majority opinions e.g. by using a tick system, and record any strongly-felt disagreements. Whenever possible, please ask for evidence, clarifications and explanations and keep a note of these.

1 Do you feel that you are adequately supported by your school in academic areas?

Extremely well	Well	Adequately	Not very well
●			

	Y	N	Notes
Do you feel that your school has a professional approach to Assigning learners to appropriate levels?	●		
Do you feel that your school has a professional approach to Assigning teachers to classes (eg with adequate notice and time for preparation)	●		
Do you feel that your school has a professional approach to Providing adequate classrooms and learning environments?	●		
Do you feel that your school has a professional approach to Providing adequate teaching/learning materials?	●		
Do you feel that your school has a professional approach to Providing adequate teaching/learning resources?	●		
Do you feel that your school has a professional approach to Monitoring and evaluating learners' progress?	●		
Do you feel that your school has a professional approach to Providing academic support to teachers?	●		
Do you feel that your school has a professional approach to Providing opportunities for training and development?	●		
Do you feel that you have opportunities to make suggestions and contribute ideas to the school?	●		
Do you feel that the school offers you a career path, should you want one?	●		
Is there a teachers' room?	●		
Are teachers' meetings held on a regular basis to discuss academic issues?	●		
Do you have opportunities to interact with other teachers?	●		
As a teacher, do you feel valued by your school?	●		

SECTION 4: TEACHER FOCUS GROUP QUESTIONS

2 Are there any suggestions or comments you would like to make?

Section 4: Teachers' Focus Group. Teachers are happy to work at this school. Most of them return year after year. They agreed that the school does its utmost to help them perform their duties. Throughout the Focus group it was evident that teachers support each other in their duties and have built a pleasant working environment.

SECTION 5: LESSON OBSERVATIONS

	Yes	No
1 Were you able to observe any lessons, or parts of lessons?	<input checked="" type="radio"/>	<input type="radio"/>
2 How many lessons, or parts of lessons, did you observe, and what was/were the level(s) of the learner(s)?	<input checked="" type="radio"/>	<input type="radio"/>

Classroom Observation One Classroom One

Classroom Observation Two _____

3 Were you able to meet the teacher(s) before the lesson and discuss any related issues with them?	<input checked="" type="radio"/>	<input type="radio"/>
4 For each of the lessons or parts of lessons that you observed, were you satisfied that learning was taking place?	<input checked="" type="radio"/>	<input type="radio"/>
5 For each of the lessons or parts of lessons that you observed, were you satisfied that learners were interested and engaged?	<input checked="" type="radio"/>	<input type="radio"/>
6 Do you have any specific comments and/or suggestions relating to the lesson(s)? If so, please include them here.		

Section 5: Lesson Observations: Lessons observed were of very good quality. Learners were engaged and interested. Lessons were pitched at the right level. A high level of interaction between students themselves and between students and the teacher supported the learning process.

SECTION 5: LESSON OBSERVATIONS

Observer:		
Director of Studies Annex Manager: Ms Marthese Giordimaina	Present/Absent Present	School/Annex: Cavendish School of English
Room Number 02	Lesson Focus/Main (Aims): Discussion: Cities	Level: Inermediate
Number of students: 10	Length of observation: 25 minutes	Date & Time: Wednesday 3rd August 2016

Brief description of what happened in the (part of the) lesson?

Students are divided into groups of five and discuss their hometown. Teacher goes round to support students. Students present what they learned from their friend to the class.

Issues arising from the lesson that may appear in the Final Report e.g:

The (part of the) lesson observed was excellent in terms of...

The (part of the) lesson observed was competently taught...

The (part of the) lesson observed showed evidence of the following areas of concern:

The part of the lesson observed was excellent in terms of the teacher's rapport with students and the general atmosphere conducive to learning. The teacher managed to promote learning from peers and involve students through a variety of interaction.

The part of the lesson observed was competently taught in terms of the teacher's ability to deal with errors effectively and make continuous use of effective questioning techniques. The lesson appeared to be pitched at the right level for students and was paced appropriately.

SECTION 5: LESSON OBSERVATIONS

1 - No evidence 2 - Limited evidence 3 - Some evidence 4 - Clear evidence

Aspects of classroom management					
1.	appeared to have a good rapport with students.	1	2	3	●
2.	appeared to have created an atmosphere conducive to learning in the classroom.	1	2	3	●
3.	organised the room in such a way as to promote learning.	1	2	3	●
4.	set up effective interactions - pair work, group work and whole class.	1	2	3	●
5.	gave clear instructions and checking of instructions.	1	2	3	●
6.	voice (clarity of diction, audibility, ability to project, speed).	1	2	3	●
7.	promoted learning from peers and involved students.	1	2	3	●
8.	made use of board and other hardware.	1	2	3	●
9.	avoided unnecessary teacher talk.	1	2	3	●
10.	dealt with errors effectively.	1	2	3	●
11.	used different ways of clarifying meaning.	1	2	3	●
12.	graded language appropriately.	1	2	3	●
13.	made use of effective questioning techniques.	1	2	3	●
14.	modelled correct use of English.	1	2	3	●
15.	appeared to have strong subject knowledge.	1	2	3	●
16.	appeared to have effective presentation skills.	1	2	3	●
17.	gave feedback effectively.	1	2	3	●
18.	used a variety of materials/aids.	1	2	3	●
19.	engaged in concept checking.	1	2	3	●
20.	handled the teaching of skills effectively.	1	2	3	●
21.	handled the teaching of language (grammar, vocabulary, pronunciation) effectively	1	2	3	●
<i>The lesson...</i>					
22.	was based on a carefully devised lesson plan.	1	2	3	●
23.	appeared to have clear and achievable aims.	1	2	3	●
24.	appeared to be clearly staged.	1	2	3	●
25.	catered for a variety of interaction.	1	2	3	●
26.	was paced appropriately.	1	2	3	●
27.	was varied.	1	2	3	●
28.	included an appropriate degree of challenge for the class/group.	1	2	3	●
29.	appeared to be pitched at the right level for students.	1	2	3	●
30.	allowed the teacher to achieve his/her aims.	1	2	3	●

SECTION 5: LESSON OBSERVATIONS

Yes No

- 1 Were you able to observe any lessons, or parts of lessons?
- 2 How many lessons, or parts of lessons, did you observe, and what was/were the level(s) of the learner(s)?

Classroom Observation One _____

Classroom Observation Two Classroom Two _____

- 3 Were you able to meet the teacher(s) before the lesson and discuss any related issues with them?
- 4 For each of the lessons or parts of lessons that you observed, were you satisfied that learning was taking place?
- 5 For each of the lessons or parts of lessons that you observed, were you satisfied that learners were interested and engaged?
- 6 Do you have any specific comments and/or suggestions relating to the lesson(s)? If so, please include them here.

SECTION 5: LESSON OBSERVATIONS

Observer:		
Director of Studies Annex Manager: Ms Marthese Giordimaina	Present/Absent Present	School/Annex: Cavendish School of English
Room Number 01	Lesson Focus/Main (Aims): speaking practice	Level: Intermediate
Number of students: 4	Length of observation: 25 minutes	Date & Time: Wednesday 3rd August 2016

Brief description of what happened in the (part of the) lesson?

Four students are very focused on what the teacher is saying. Teacher used her laptop very affectively. Picture interpretation were very successful in engaging students.

Issues arising from the lesson that may appear in the Final Report e.g:

The (part of the) lesson observed was excellent in terms of...

The (part of the) lesson observed was competently taught...

The (part of the) lesson observed showed evidence of the following areas of concern:

The part of the lesson observed was excellent in terms of the teacher's rapport with students and the general atmosphere conducive to learning.

The teacher managed to promote learning from peers and involve students through a variety of interaction.

The part of the lesson observed was competently taught in terms of the teacher's ability to deal with errors effectively and make continuous use of effective questioning techniques.

The lesson appeared to be pitched at the right level for students and was paced appropriately.

SECTION 5: LESSON OBSERVATIONS

1 - No evidence 2 - Limited evidence 3 - Some evidence 4 - Clear evidence

Aspects of classroom management					
1.	appeared to have a good rapport with students.	1	2	3	●
2.	appeared to have created an atmosphere conducive to learning in the classroom.	1	2	3	●
3.	organised the room in such a way as to promote learning.	1	2	3	●
4.	set up effective interactions - pair work, group work and whole class.	1	2	3	●
5.	gave clear instructions and checking of instructions.	1	2	3	●
6.	voice (clarity of diction, audibility, ability to project, speed).	1	2	3	●
7.	promoted learning from peers and involved students.	1	2	3	●
8.	made use of board and other hardware.	1	2	3	●
9.	avoided unnecessary teacher talk.	1	2	3	●
10.	dealt with errors effectively.	1	2	3	●
11.	used different ways of clarifying meaning.	1	2	3	●
12.	graded language appropriately.	1	2	3	●
13.	made use of effective questioning techniques.	1	2	3	●
14.	modelled correct use of English.	1	2	3	●
15.	appeared to have strong subject knowledge.	1	2	3	●
16.	appeared to have effective presentation skills.	1	2	3	●
17.	gave feedback effectively.	1	2	3	●
18.	used a variety of materials/aids.	1	2	3	●
19.	engaged in concept checking.	1	2	3	●
20.	handled the teaching of skills effectively.	1	2	3	●
21.	handled the teaching of language (grammar, vocabulary, pronunciation) effectively	1	2	3	●
<i>The lesson...</i>					
22.	was based on a carefully devised lesson plan.	1	2	3	●
23.	appeared to have clear and achievable aims.	1	2	3	●
24.	appeared to be clearly staged.	1	2	3	●
25.	catered for a variety of interaction.	1	2	3	●
26.	was paced appropriately.	1	2	3	●
27.	was varied.	1	2	3	●
28.	included an appropriate degree of challenge for the class/group.	1	2	3	●
29.	appeared to be pitched at the right level for students.	1	2	3	●
30.	allowed the teacher to achieve his/her aims.	1	2	3	●

SECTION 6: DISCUSSION OF THE REPORT

	Yes	No
1 Were you able to discuss the main points of your report with the Director of Studies or their officially designated representative?	<input checked="" type="radio"/>	<input type="radio"/>
2 Did you discuss the main points of the Report, including any comments, suggestions or recommendations which you have included?	<input checked="" type="radio"/>	<input type="radio"/>
3 Did the Director of Studies or their officially designated representative wish to make any specific comments?	<input type="radio"/>	<input checked="" type="radio"/>

If so, please include them here.

Do you have any comments and/or suggestions relating to Section 6?

Section 6: Discussion of the Report: The DoS and all members of the staff were very helpful throughout the visit. Everyone collaborated wholeheartedly and made the visit a pleasant one.

SUMMARY OF COMMENTS, SUGGESTIONS AND RECOMMENDATIONS

Please include any comments, suggestions and recommendations that you wish to make. Please note that these comments, suggestions and recommendations need to have been included in the boxes at the end of each section above.

Section 1: Teachers' Portfolios. The School keeps accurate Teachers' portfolios. These are updated regularly.

Section 2: The schools keeps accurate Learner Feedback Reports and follows up each issue.

Section 3: Learners' Focus Group: Learners are satisfied with the services provided especially with the quality of the teaching and learning process.

Section 4: Teachers' Focus Group. Teachers are happy to work at this school. Most of them return year after year. They agreed that the school does its utmost to help them perform their duties. Throughout the Focus group it was evident that teachers support each other in their duties and have built a pleasant working environment.

Section 5: Lesson Observations: Lessons observed were of very good quality. Learners were engaged and interested. Lessons were pitched at the right level. A high level of interaction between students themselves and between students and the teacher supported the learning process.

Section 6: Discussion of the Report: The DoS and all members of the staff were very helpful throughout the visit. Everyone collaborated wholeheartedly and made the visit a pleasant one.

I confirm that I have discussed these issues with the Director of Studies (or their officially designated representative).

Signature Carlos Grima

Signature (ASV) _____

Date Wednesday 3rd August 2016