



Purpose of Visit

- Gain a clear picture of quality and consistency of teaching.
- Understand how TAs are deployed and supported.
- Explore leadership views on teaching & learning strengths and areas to develop.
- Agree possible CPD and development plan priorities with SLT

Date and Time



Location



Agenda

Involving

Start Time

Duration

Setting the Scene with the Headteacher

- School background vision and self evaluation
- Confirm purpose of visit
- Confirm any necessary information

Adam Gatrad
Oliver Wilson

8:15 am

30 Minutes

School Tour and Introductions

- Understand the geography of the school
- Introduce to key individuals

Adam Gatrad
Oliver Wilson

8:45 am

30
Minutes

Lesson Visits Session 1 with leaders - up to early KS3

- Focus on classroom routines, lesson structure, clarity of instruction and consistency of delivery

Adam Gatrad
Oliver Wilson

9:15 am

60 minutes

Meeting with Leaders

- Understand leader perspective of lesson visits
- Discuss expectations and timetables of TAs
- Feedback conversations and further lines of enquiry

Adam Gatrad
Oliver Wilson

10:15am

45 minutes

Lesson Visits Session 2 - up to early KS3

- Focus on TA deployment and effectiveness
- Focus on adaptation and personalisation
- Focus on key skill of writing

Adam Gatrad
Oliver Wilson
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11:00am

60 Minutes

Consolidating thoughts and notes

- Discuss findings from the morning

Adam Gatrad
Oliver Wilson

Midday

30 Minutes

Lunchtime Observations

- Access, enrichment opportunities, behaviour
- Chance for teacher and support staff questions?

Adam Gatrad
Oliver Wilson

12:30

30 minutes

Development Planning Session with Leaders

- What could CPD look like?
- Teaching and Learning Plan development?

Adam Gatrad
Oliver Wilson
All leaders

1:00pm

90 Minutes

Feedback and Action Planning

- Share initial findings and report headlines
- Discuss next steps

Adam Gatrad
Oliver Wilson
All leaders

2:30pm

60 Minutes

Report and any Supplementary action plans to be sent within one week of visit



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