**Annexure E 2**

**LESSON OBSERVATION INSTRUMENT**

**(Post Levels 1 and 2)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Educator’s Name** |  | **Subject** |  |
| **Date:** |  | **Topic** |  |
| **Lesson observed by:** |  |  |  |

|  |  |  |
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| **1.** | **PERFORMANCE STANDARD 1** | **CREATION OF A POSITIVE LEARNING AND TEACHING ENVIRONMENT** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Criterion 1: Learning and teaching environment** | | **Rating** | | | | **Remarks** |
| a | Seating arrangement promotes effective teaching and learning | 1 | 2 | 3 | 4 |  |
| b | Classroom is tidy and clean | 1 | 2 | 3 | 4 |
| c | Teaching and learning support material (e.g. charts) are displayed and used in the classroom. | 1 | 2 | 3 | 4 |
|  | **Criterion 2: Classroom Management** |  |  |  |  |  |
| a | Is punctual and organized in class | 1 | 2 | 3 | 4 |
| b | Ensures that learners are punctual and settle down quickly | 1 | 2 | 3 | 4 |
| c | Communication between educator and learners reflects mutual respect, cooperation and understanding | 1 | 2 | 3 | 4 |
| d | Manages discipline effectively | 1 | 2 | 3 | 4 |
| **Total** | |  | | | |

|  |  |  |
| --- | --- | --- |
| **2.** | **PERFORMANCE STANDARD 2** | **CURRICULUM KNOWLEDGE, LESSON PLANNING AND PRESENTATION** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Criterion 1:** .**Knowledge of subject** | | | **Rating** | | | | **Remarks** |
| a | | Has adequate subject knowledge and uses it effectively | 1 | 2 | 3 | 4 |  |
| b | | Sets appropriate tasks for learners at the level of the Grade | 1 | 2 | 3 | 4 |
| c | | Uses a variety of examples, LTSM and other teaching resources to facilitate learning | 1 | 2 | 3 | 4 |
| **Criterion 2: Planning and presentation** | | |  | | | |  |
| a | Lesson is logical, coherent and meaningful to learners | | 1 | 2 | 3 | 4 |
| b | Lesson is built on past knowledge and experience of learners | | 1 | 2 | 3 | 4 |
| c | Time is well-managed during lesson presentation | | 1 | 2 | 3 | 4 |
| d | Encourages interactive learning including class discussions, learner questions and demonstrations | | 1 | 2 | 3 | 4 |
| e | Responds appropriately to learner questions and inputs | | 1 | 2 | 3 | 4 |
| **Criterion 3: Management of work schedule** | | |  |  |  |  |  |
| a | Pace of the work is in line with time frames stipulated in the work schedule | | 1 | 2 | 3 | 4 |
| b | Number of tasks and activities are in line with NCS/CAPS | | 1 | 2 | 3 | 4 |
| **Criterion 4: Record keeping** | | |  |  |  |  |  |
| a | File/files neatly kept, organized and updated regularly | | 1 | 2 | 3 | 4 |
| b | Records of learner assessments are neatly kept, organized and updated regularly | | 1 | 2 | 3 | 4 |
| **Total** | | |  | | | |  |

|  |  |  |
| --- | --- | --- |
| **3.** | **PERFORMANCE STANDARD 3** | **LEARNER ASSESSMENT AND ACHIEVEMENT** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Criterion 1: Feedback to learners** | | **Rating** | | | | **Remarks** |
| a | Assessment tasks are marked and returned to learners timeously | 1 | 2 | 3 | 4 |  |
| b | Feedback is meaningful and regular | 1 | 2 | 3 | 4 |
| c | Feedback is incorporated in future lesson planning | 1 | 2 | 3 | 4 |
| **Criterion 2: Knowledge and application of forms of assessment** | |  |  |  |  |  |
| a | Uses different forms of assessment to test learner performance | 1 | 2 | 3 | 4 |
| b | Intervention strategies accommodates learners with various learning abilities | 1 | 2 | 3 | 4 |
| **Criterion 3: Learner progress and achievement** | |  |  |  |  |  |
| a | Learner results of various forms of assessment show that they are attaining the set outcomes | 1 | 2 | 3 | 4 |
| b | Remedial / Enrichment work supports learner progress | 1 | 2 | 3 | 4 |
| **Total** | |  | | | |

**Overall Remarks:**

|  |  |  |
| --- | --- | --- |
| **Supervisor** | **Educator** | **Resource person (Optional)** |
| **Signature:** | **Signature:** | **Signature:** |
| **Date:** | **Date:** | **Date:** |