



INSTRUMENT FOR MONITORING TEACHING AND LEARNING

1. QUALITY OF TEACHING AND LEARNING & EDUCATOR DEVELOPMENT						
Purpose	To evaluate the quality of teaching and learning and the extent to which the school provides and promotes educator development					
Criterion	The school embarks on effective curriculum planning					
Theme	All educators embark on quality teaching					
Sources of Information	IQMS documents, Teacher files, Learner work books and Assessment records, Monitoring and control records, Lesson observations etc.					
No	Criteria and associated indicators	Place a cross (x) in the appropriate box See guidelines on Rating Scale				
		OUTSTANDING	GOOD	ACCEPTABLE	NEEDS IMPROVEMENT	NEEDS URGENT SUPPORT
1.1	Effective time-management of teaching and learning					
1.1.1	All lessons start on time	5	4	3	2	1
1.1.2	All lessons finish on time	5	4	3	2	1
1.1.3	All lessons progress uninterrupted	5	4	3	2	1
1.1.4	Lessons are presented according to a Lesson Plan	5	4	3	2	1
1.2	Creation of positive learning environment					
1.2.1	Learning space: The learning space is clean, stimulating, age appropriate and suitable for the purpose of the subject	5	4	3	2	1
1.2.2	Learner involvement: Learners are activity engaged in the learning process	5	4	3	2	1
1.2.3	Discipline: Educators are able to effectively organise, manage and positively discipline learners	5	4	3	2	1
1.2.4	Managing diversity in the classroom: Different forms of diversity are acknowledged and catered for in the classroom	5	4	3	2	1
1.3	Knowledge and understanding of the curriculum					
1.3.1	Knowledge of subjects: Educators demonstrate a good understanding of their subject content and what the curriculum requires	5	4	3	2	1
1.3.2	Skills: Educators are able to apply suitable skills and methodologies to teach their subject	5	4	3	2	1
1.3.3	Goal setting (attainment of outcomes): Educators show evidence of goal setting and planning to cover their subject curriculum across the teaching year	5	4	3	2	1
1.3.4	Involvement in the subject: Educators participate in professional growth activities in the subjects they offer	5	4	3	2	1

1.4	Lesson planning, preparation and presentation					
1.4.1	Planning: There is evidence that educators plan for their subject on a daily, weekly, quarterly and annual basis	5	4	3	2	1
1.4.2	Presentation: Lessons are presented in an engaging and interactive manner	5	4	3	2	1
1.4.3	Recording: Educators keep a record of their planning and curriculum coverage	5	4	3	2	1
1.4.4	Management of work schedule: Educators are able to effectively manage and keep pace with their work schedule/annual teaching plan	5	4	3	2	1
1.4.5	Educators assess the strengths and weaknesses of their lessons	5	4	3	2	1
1.5	Learner assessment and achievement					
1.5.1	Feedback to learners: All learners receive regular and insightful feedback on their progress	5	4	3	2	1
1.5.2	Knowledge of assessment techniques: Educators show a good understanding of different assessment techniques relevant to the subject and learners ability	5	4	3	2	1
1.5.3	Application of techniques: Educators are able to competently apply relevant assessment techniques in a way that is valid, consistent and transparent	5	4	3	2	1
1.5.4	Record keeping of assessment, learner progress and achievement: Educators keep sound records of assessments, learner progress and learner achievement.	5	4	3	2	1
1.6	The school conducts appropriate assessment of learner competencies					
1.6.1	The correct number of assessments are done per term as required	5	4	3	2	1
1.6.2	The Programme of Assessment is filed in each Teacher's file	5	4	3	2	1
1.6.3	The Programme of Assessment is planned for in the Work Schedule	5	4	3	2	1
1.6.4	Assessment is included as part of all lesson plans	5	4	3	2	1
1.6.5	All Assessments are dated and signed off	5	4	3	2	1
1.7	Assessments are of good standard and correctly recorded					
1.7.1	Assessment results are regularly recorded	5	4	3	2	1
1.7.2	Recorded on correct mark sheets	5	4	3	2	1
1.7.3	Quarterly analysed	5	4	3	2	1
1.7.4	Leading to remedial instruction	5	4	3	2	1
1.7.5	Leading to corrections by learners	5	4	3	2	1
1.7.6	Covers all planned work per quarter	5	4	3	2	1
1.7.7	Covers core content per Grade	5	4	3	2	1
1.7.8	Includes a variety of assessment techniques	5	4	3	2	1
1.7.9	Is moderated by the HOD	5	4	3	2	1
1.8	Educators make use of sufficient and variety of informal assessment					
1.8.1	Informal assessment is conducted	5	4	3	2	1
	The quality and quantity of forms of informal assessments: As per CAPS document					
1.8.2	Written class work	5	4	3	2	1
1.8.3	Written home work	5	4	3	2	1
1.8.4	Assignments	5	4	3	2	1

1.8.5	Projects	5	4	3	2	1
1.8.6	Oral	5	4	3	2	1
1.8.7	Reading with understanding and fluency	5	4	3	2	1
1.8.8	Other (example Practicals, Demonstrations, etc.)	5	4	3	2	1
1.9	The school supports and encourages educator development through IQMS processes					
1.9.1	A Staff Development Team (SDT) is established	5	4	3	2	1
1.9.2	A Development Support Group (DSG) for each educator is in place	5	4	3	2	1
1.9.3	A management plan for the implementation of educator appraisal system is available	5	4	3	2	1
1.9.4	A Personal Growth Plan (PGP) for each educator for the previous cycle is in place	5	4	3	2	1
1.9.5	A school improvement plan is linked to the professional needs of the educators as captured in their PGPs	5	4	3	2	1
1.10	Staff participation in Professional Development					
1.10.1	Educators willingly participate in phase, inter-phase, cluster and other planning/professional development meetings	5	4	3	2	1
1.10.2	Educators willingly participate in development opportunities linked to their PGPs	5	4	3	2	1
1.10.3	The SMT provide adequate monitoring, guidance and support	5	4	3	2	1
Reasons for the above finding/s: Strengths and Areas for Development						
Total: Quality of Teaching and Learning & Educator Development		5	4	3	2	1

This policy was adopted by the School Management on

This policy has been made available to school personnel and is readily accessible to parents and learners on request.

This policy will be reviewed and updated every year.

Signed _____
School Management

Date: _____

Signed _____
Principal

Date: _____

Signed _____
Educator Representative

Date: _____