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| --- | --- | --- | --- | --- | --- |
| **Name:** |  | **Observer:** |  | **Date:** | Click here to enter a date. |
| **Leadership Focus:** |  | **Pre-observation meeting:**  | Click here to enter a date. |
| **Pre-Observation ‘5 Point’****Discussion:** | 1. Establish the **context** for the leadership practice that will be observed.
2. Identify the links to PDP **professional learning goal/s**.
3. Identify the **related Standard Descriptors** (per goal) for the observer to focus on (1-3 Standard Descriptors only).
4. Negotiate the **level of involvement** of the observer.
5. Confirm the **date/time/location** for the observation as well as a time for a brief **post-observation discussion**.
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| [**Standard Descriptors**](http://www.nswteachers.nsw.edu.au/DownloadDocument.ashx?DocumentID=1122) | **Observations and Feedback** |
| --- | --- |
| **Goal 1** | **PROFICIENT** | **HIGHLY ACCOMPLISHED** | **LEAD** |   |
| **Goal 2** | **PROFICIENT** | **HIGHLY ACCOMPLISHED** | **LEAD** |  |
| **Goal 3** | **PROFICIENT** | **HIGHLY ACCOMPLISHED** | **LEAD** |  |

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| **Reflection** |
| **Post-Lesson 🞄 Reflection Notes (6.3.2):** |
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| **Feed-Forward 🞄 Reflection and Planning (6.2.1):** *What am I going to take from this to help achieve my goal/s?* |
|  |
| **Post-Observation ‘5 Point’****Reflection Discussion:** | 1. Discuss **strengths** in relation to the identified professional learning goal/s and related Standard Descriptors.
2. Discuss possible **areas for development/enhancement** in relation to the identified professional learning goal/s and related Standard Descriptors. Consider resources/expertise you may access to support you to do this effectively.
3. Consider how you may utilise aspects of this observation as **evidence** to demonstrate how your professional learning goals are being achieved. *How will you incorporate this into the PDP self-assessment and/or review process?*
4. Consider if any **refinements** should be made to your PDP as a result of this observation experience.
5. **As an observer**, what did you learn as part of the observation/discussion that you may apply in your own practice?
 |
| **Signature:** Click here to enter a date. | **Observer signature:** Click here to enter a date. |
| **Post-observation discussion date:** Click here to enter a date. | **Observer/date recorded on PDP register:** [ ]  Yes [ ]  No |