

How to Conduct a Feedback Observation Session

The person carrying out the feedback observation session must be appointed by the Owner/Manager. The person carrying out the session should be completely familiar with all policies, teaching methods and terminology used at the Swim School.

- Firstly begin by informing the instructor that he or she will be partaking in a feedback observation session.

E.g. “Steven, today I will be watching your class at 3.30 pm and I will complete a feedback form for you. Later we will go though the form together”.

- During the session be sure to situate yourself in a position where you will be able to see and hear the instructor involved without causing any interference to the lesson.
- Be professional. Try to position yourself away from parents and be discrete with your recording procedure.
- Follow the format set down on the feedback form, making notes or expanding on points.
- Discuss the feedback form with the instructor. Be sure to go though the feedback form in a place that will not cause any embarrassment to either party.

- Photocopy the feedback form and give a copy to the instructor involved. Place the other copy in the staff record book.
- The instructor will also be provided with a blank lesson plan and will be requested to record a lesson plan for the same lesson next week. This is to be collected and discussed prior to next weeks' lesson. The lesson plan is then placed in the staff record book.
- The feedback form should not be seen as an assessment of a persons' teaching ability, but rather a constructive means of providing POSITIVE feedback to all teachers at the Swim School.
- The feedback form will help everyone become highly qualified teachers through continual training, retraining and POSITIVE feedback.



Feedback Form Babies Class

Pool:

Date:

Teacher:

Class:

No. of Students:

Main Teaching Points	Excellent	Yes	Sometimes	No
Spent sufficient time on introductory warm up				
Communicated with parents				
Identified students by name				
Maintained enthusiasm				
Maintained class control , worked everyone together				
Used positive reinforcements				
Identified and corrected major faults				
Verbal instructions were clear and to the point				
Provided visual demonstrations				
Maximum practice time for each child was evident				
Spent equal time with each student				
Positioned self for effective visual contact and feedback				
Finished lesson with positive praise				
Lesson planning was evident				
Comments:				
				Class Inactivity Time:



Feedback Form Learn to Swim Class

Pool:

Date:

Class:

Teacher:


No. of Students:

Main Teaching Points	Excellent	Yes	Sometimes	No
Warm up specific to class ability/level				
Identified students by name				
Enthusiastic approach to teaching				
Class control , enhanced lesson				
Positive reinforcements , assisted children's performance				
Major and minor faults corrected				
Voice control & verbal instructions clear & to the point				
Visual demonstrations aided learning				
Maximum practice time for each child was evident				
Spent equal time with each student				
Positioned self for effective visual contact and feedback				
Finished lesson with positive praise				
Lesson planning was evident				
Communicated with parents				

Feedback Form Stroke Development/Squad
Pool:
Date:
Class:
Teacher:
No. of Students:

Main Teaching Points	Excellent	Yes	Sometimes	No
Spent sufficient time on stroke development drills				
Identified students by name				
Maintained enthusiasm				
Maintained good class control				
Used positive reinforcements				
Identified and corrected major faults				
Verbal instructions & Voice Control , clear & to the point				
Provided visual demonstrations				
Maximum practice time on each drill for each child				
Lesson planning was evident				
Positioned self for effective visual contact and feedback				
Finished lesson with positive praise				
Communicated with parents				
Body language said you were enjoying it				
Comments:				
Class Inactivity Time:				



LESSON PLAN	
CLASS LEVEL	SKILLS WARM UP
SKILL DEVELOPMENT	
	
MAIN POINTS	FINAL ACTIVITY
	NAMES