







PROVIDING BETTER FUTURE

TEACHER'S MANUAL

2019

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Scope:

Teachers are the vital resource for any institution. Our goal is to provide the clear knowledge about what is expected from them. The manual is planned to help the teachers to give their outmost performance.

To ensure the transparency of the recruitment and selection process, teachers are required to submit the following documents;

- 2 photocopies of CNIC
- Documents (Educational, Experience, Certificates (if any))

For internees;

- Character certificates from University/College
- Grade Sheet
- Reference Letter

Orientation week and Self Grooming:

In the very first week at the start of session, Sehberg School System plan for the orientation of the student. Teachers are required to;

1. Welcome the students with a positive and warm gesture to ensure that the students should get a motivated environment to start their new academic year and perform their outmost.
2. Student should get an immediate feel of being a part of Sehberg and their association with SSS is immense.
3. All the teaching materials, activities and lectures must be well prepared beforehand.
4. Ensure the collection of books/copies and stationary against each child with respect to the book list provided to the teachers and the student also.
5. In case of missing books/ copies, stationary etc, teachers are expected to duly check missing things and material with respect to the book list provided and must bring in the knowledge of the Head Branch / Principal.
6. Effectively spare the start of first week with strong introduction and the bonding with the respective class.
7. Ensure the strong communication with students and create an open environment so that student feels free to share their problematic area.

8. Planning should be well informed to the student in the orientation week that what you have planned for them for this year.
9. Time table should be provided to the students and ensure they are strictly followed by students.

Self-Grooming:

1. **Dress Code:** Well kept, neat and ironed clothes with little makeup are expected from the teacher. Silks, zari or transparent clothes shouldn't be worn.
2. **Shoes:** Heels are not allowed on regular school days. Work shoes, flats and reasonable heels that do not create specific noise are allowed.
3. **Handbags:** The security of belongings is the responsibility of one owns self. Place your handbags on the work desk while conducting a class. Usages of cell phones are strictly not allowed during the class.
4. **Earrings:** Long and fancy earnings are not allowed. Small studs can be worn.
5. **Hairdo:** Nicely pinned hairs or tied hairs are expected.

Teacher performance evaluation criteria and key performance indicator:.

The following criteria and descriptors are designed to let the teachers and administrators know what the performance expectations are for teachers in the system. They were formulated after the committee reviewed considerable research on teacher's performance that identified specific practices that characterize the most effective instructors.

A teacher's performance will be judged in terms of 165 criteria. The descriptors are included as guidelines for what is meant by a particular criterion. The descriptors are included as guideline for what is meant by particular criterion. Their function is to illustrate and provide examples for a given criterion. They are not, nor were they intended to be all-inclusive. They are intended to help teachers and administrators to develop a common understanding about the expectations and provide a common language for discussing performance as it pertains to the following criteria;

1. Plans Instruction

- Follows prescribed curriculum
- Uses available materials and resources
- Choose activities relevant to the prescribed curriculum
- Choose activities appropriate to student abilities

- Choose activities, materials and resources appropriate for students with special needs
- Consider time available in planning
- Demonstrate flexibility in planning
- Plans student grouping according to instructional needs
- Develops long-range plans and daily lessons
- Regular checking ,firmly and timely execution of homeworks and projects

2. Implement the Lesson

- Focuses student attention
- Informs student about the objective of the lesson
- Relate the lesson to previous and future lessons
- Present new material clearly and logically
- Ensure the model demonstration and provide examples
- Model student learning continuously
- Provide feedback and re-teaches when necessary
- Provides opportunities for students to practice under direct supervision of the teacher
- Provide opportunities for students to practice independently
- Conduct smooth transition from one activity to the next

3. Motivates Students

- Show concerns for students
- Establishes feeling/tone
- Establishes a level of difficulty which encourages success
- Uses student interest and background
- Use extrinsic/ intrinsic rewards

4. Communicates Lesson

- **Uses variability in presentation**
- **Demonstrates enthusiasm, involvement and interest in lesson presentation**
- **Speaks clearly**
- **Put ideas across logically**
- **Praises, elicits and responds to student question**

5. Demonstrate Knowledge of the Curriculum

- Updated and accurate information should be shared
- Coordinates learning content with instructional objectives
- Uses effective examples and illustrations
- Learning content should be present in a logical and sequential order

6. Sets High Expectations For Student Achievement In Accordance With Needs And Abilities

- Communicates expectations of performance to student
- Uses objective student data to set expectations
- Uses evaluation feedback to determine level of skill acquisition
- Encourages participation from all students
- Uses higher order questioning techniques to promote critical thinking skills

7. Maximizes Time On Task

- Schedules learning time according to policy for the subject area
- Begin class work promptly
- Minimizes transition time
- Make effective use of academic learning time
- Gives clear and concise directions

8. Integrate Material And Methodology

- Demonstrate ability to conduct lessons using a variety of methods
- Organizes materials, supplies and equipment prior to the lesson
- Integrates materials and resources smoothly into a lesson
- Identifies available supplemental resources

9. Plans And Uses Evaluative Activities

- Makes method of evaluation valid, reliable, clear and purposeful to student.
- Monitor the student progress through a variety of appropriate evaluation techniques
- Prepares assignment which reflect the material which has been taught

10. Provides Specific Evaluation Feedback

- Provides feedback on assignments as quickly as possible
- Gives written and oral comments, as well as points on scores
- Makes opportunities for one-to-one conferences to discuss student progress
- Interprets test results to students and parents

11. Manages The Classroom

- Manages discipline problems in accordance with administrative regulations school board policies and legal requirement
- Establishes and clearly communicates parameters for student classroom behavior

12. Interacts With Students

- Gives criticism and praise which are constructive
- Makes an effort to know each student to meet success regularly
- Promotes positive self-image in students
- Communicates with students accurately and with understanding
- Creates a climate in which students display initiative and assume a personal responsibility for learning

13. Interacts With Parents And Community

- Encourages community involvement with the school
- Provides a climate which opens up communication between the teacher and parent.
- Communicates with parents in the best interest of the students, in the presence of head office
- Support parents/teacher activities in detail
- Provide information related to support resource

Note: No teacher is allowed to direct communicate with the parent. In case of any emergency, all matters need to be brought in the notice of head.

14. Interacts With Administration And Other Educational Personnel

- Cooperates with other teachers, administration and other educational personnel
- Makes use of support services as needed
- Share ideas and methods with other teachers
- Inform administration and appropriate personnel of school related items

15. Involvement In Professional Growth Activities

- Involvement in professional association
- Participates on district/ state committees, etc
- Participate in professional workshops
- Attends professional meetings
- Keep current in subject area
- Engages in continuing education

In order to provide the clear guidelines on “**Planning**” the guideline are mentioned below;

Copy Checking and Class Registers

To help teachers to be the same pattern for checking copies and maintaining them.the guidelines are listed below. Teachers are expected to follow the same rigorously.

- All copies need to be maintained properly i.e. name, class and subject needs to be mentioned.
- The checking should start from index
- Start checking the copy from top to bottom (left to right)
- Date and class work needs to be mentioned and checked
- Do not over write.
- Underline the mistake and mention the correction at the end of the class work.
- All remarks and signatures should be inside the margin line.
- Use small ticks.
- Copy checking needs to be up to date.
- Use positive remarks only.
- Teach the pattern (day, date, month, year).
- Do not check in groups or while eating.
- All teachers must follow a similar writing pattern.

Class Register

Class teacher is responsible for the general maintenance of copies and class register.

- Student attendance should be taken every day during the first 15 minutes.
- Late comer should be mentioned with the symbol (L) after three late attendances, the parents need to be informed.
- Any new student should be mentioned immediately in the register.
- Class teacher needs to collect the register from the office.
- Attendance register needs to be submitted daily to the admin after 9:00a.m.

Paper and Test

Following are the criteria for making papers and test:

- All monthly tests should be of 25 marks.
- Test will be conducted during the subject period.
- Test needs to be in two parts (objective and subjective)
- Prepare test by keeping in mind the student intelligence.
- Give variety of questions and make the test interesting.
- Objective should be of 15 marks and subjective of 10 marks.
- Monthly test submission date for September, October and November is 11th August 2017.
- Midterm papers submission date is 16th of October (typed and printed)
- All mid-term papers should be of 50 marks.
- Paper has to be in two parts (objective 20 marks) and (subjective 30 marks).
- No hand written paper should be accepted.
- Monthly test submission date for January, February, March and April is 2nd January.

How to complete course on time?

Few simple and quick ways can help teacher to complete course in time:

- Be regular and follow your lesson plan.
- Manage one self and time.
- Prepare the plan keeping in mind the time frame.
- Divide your time.

Class Management

Following ways can help one to manage the class efficiently:

- Stand outside the class ready and prepared before the bell rings.
- Enter with smile.
- Quickly start the introduction and settle down the class.
- Class control is must.
- Involve students keep them busy.
- Give duties keep control.
- Create an overall excellent learning environment.