

## INDIVIDUAL WORK PLAN

(To be attached to every Appraisal as may be appropriate)

**NAME OF JOB HOLDER:** \_\_\_\_\_

**WORK PLAN PERIOD:** JANUARY-DECEMBER-20\_\_

**JOB TITLE:** \_\_\_\_\_

**DEPARTMENT/SECTION** \_\_\_\_\_

**JOB PURPOSE** (As in the job Description) *To supervise and teach the specified subject group in order to deliver quality education)*

(To be completed by the Teacher while the rating is completed during Appraisal by the supervisor)

KEY RESULT AREA	PRINCIPAL ACCOUNTABILITIES	SCHEDULE OF ACTIVITIES	TARGETS	RATING
<b>SCHEMES AND RECORDS OF WORK</b>	Monitor regularly the preparation of the schemes and records of work to ensure proper implementation of teaching programmes	<b>To ensure and monitor availability of the following documents from the teachers in the department</b> 1. Schemes of works 2. Records of work 3. Lesson plans 4. Class lists 5. Tally sheet/SEN/OVC 6. Tests 7. Homework 8. Assessment charts 9. Timetables 10. Syllabus 11. Remedial work 12. Professional adviser to the Deputy and Head teacher	<b>To ensure that the following documents are ready in Zero Week and whenever there are needed</b> 1. Schemes of works 2. Records of work 3. Lesson plans 4. Class lists 5. Tally sheet/SEN/OVC 6. Tests 7. Homework 8. Assessment charts 9. Timetables 10. Syllabus 11. Remedial work 12. Professional adviser to the Deputy and Head teacher	
<b>TEACHING AND LEARNING MATERIALS</b>	Ensure the availability of both teaching and learning materials in the subject groups in order to facilitate effective teaching and learning	<b>To ensure and monitor availability of the following documents from the teachers in the department</b> 1. Stock book 2. Text books 3. Teachers 'guides 4. Equipment 5. Ordering of teaching and learning aids 6. Reviewing of books 7. Issuing teaching and learning materials 8. Care of school property 9. Carryout stock taking of materials and apparatus at the beginning and end of each term Assist in the preparation of teaching and learning aids.	<b>To ensure that the following documents are ready in Zero Week and whenever there are needed</b> 1. Stock book 2. Text books 3. Teachers 'guides 4. Equipment 5. Ordering of teaching and learning aids 6. Reviewing of books 7. Issuing teaching and learning materials 8. Care of school property 9. Carryout stock taking of materials and apparatus at the beginning and end of each term Assist in the preparation of teaching and learning aids.	

<b>PROFESSIONAL AND ORIENTATION MEETINGS</b>	Plan and coordinate regularly professional meetings for serving teachers and timely orientation for new teachers in order to enhance standards of teaching and keep teachers abreast with new developments	<b>To ensure and monitor the conduct and facilitation of the following professional activities teachers in the department</b> <ol style="list-style-type: none"> <li>1. Research contemporary pedagogy</li> <li>2. Demonstration Lessons</li> <li>3. Sprint activities</li> <li>4. Continuous Professional Activities (CPD) such as Lesson Study Circle (LSC), Cluster Meetings (CM) and Professional Subject Associations Meetings (PSAM)</li> <li>5. Recommendation for further study</li> </ol>	<b>To ensure and monitor the conduct and facilitation of the following professional activities teachers in the department as per schedule</b> <ol style="list-style-type: none"> <li>1. Research contemporary pedagogy</li> <li>2. Demonstration Lessons</li> <li>3. Sprint activities</li> <li>4. Continuous Professional Activities (CPD) such as Lesson Study Circle (LSC), Cluster Meetings (CM) and Professional Subject Associations Meetings (PSAM)</li> <li>5. Recommendation for further study</li> </ol>	
<b>SUPERVISION</b>	Supervise effectively teachers and provide advice in the subject group	<b>To Supervise and ensure effective implementation of all academic and non-academic related activities in the department to create conclusive learning atmosphere</b> <ol style="list-style-type: none"> <li>1. Lesson observation</li> <li>2. SPRINT activities</li> <li>3. CPD activities</li> <li>4. Tests</li> <li>5. Class/individual timetables</li> <li>6. Rotas</li> <li>7. Co-curricular activities</li> <li>8. Checking of the absenteeism/punctuality of teacher/pupils</li> <li>9. Checking of written activities Checking preparation files</li> <li>10. Checking on class room rules.</li> <li>11. Conflict resolution</li> <li>12. Guidance and counselling</li> <li>13. Enforcing Discipline</li> <li>14. Link/communication</li> <li>15. Quality management</li> </ol>	<b>To Supervise and ensure effective implementation of all academic and non-academic related activities in the department to create conclusive learning atmosphere as planned</b> <ol style="list-style-type: none"> <li>1. Lesson observation</li> <li>2. SPRINT activities</li> <li>3. CPD activities</li> <li>4. Tests</li> <li>5. Class/individual timetables</li> <li>6. Rotas</li> <li>7. Co-curricular activities</li> <li>8. Checking of the absenteeism/punctuality of teacher/pupils</li> <li>9. Checking of written activities Checking preparation files</li> <li>10. Checking on class room rules.</li> <li>11. Conflict resolution</li> <li>12. Guidance and counselling</li> <li>13. Enforcing Discipline</li> <li>14. Link/communication</li> <li>15. Quality management</li> </ol>	
<b>TEACHING</b>	Teach effectively in order to impart the relevant knowledge, skills and attitudes using child centred methods.	<b>To ensure that teachers teach effectively in order to impart the relevant knowledge, skills and attitudes using child centred methods as outlined below</b> <ol style="list-style-type: none"> <li>1. Class Story Telling Learning</li> <li>2. Class Role Play</li> <li>3. Class Debate</li> <li>4. Class Discussion</li> <li>5. Class Presentation</li> </ol>	<b>To check for usage of child centred methods in all lesson plans before commencement of teaching so as to teach effectively in order to impart the relevant knowledge, skills and attitudes.</b> <ol style="list-style-type: none"> <li>1. Class Story Telling Learning</li> <li>2. Class Role Play</li> <li>3. Class Debate</li> <li>4. Class Discussion</li> <li>5. Class Presentation</li> </ol>	

		6. Class Problem Solving 7. Class Case Study 8. Class Fields Trips 9. Class Experiments 10. Class Project Work 11. Class Note Making <b>As HOD/SENIOR TEACHER</b> 1. Own class 2. Teaching a class whose teacher is absent 3. Preparing adequately 4. Marking 5. Making teaching aids	6. Class Problem Solving 7. Class Case Study 8. Class Fields Trips 9. Class Experiments 10. Class Project Work 11. Class Note Making <b>As HOD/SENIOR TEACHER</b> 1. Own class 2. Teaching a class whose teacher is absent 3. Preparing adequately 4. Marking 5. Making teaching aids	
<b>MANAGEMENT AND ADMINISTRATION</b>	To Supervise timely development of individual and departmental Work plans in order to monitor and evaluate performance	<b>To diligently execute all administrative and management tasks assigned to by the school</b> 1. Formulation of strategic plan and budgeting 2. Formulation of a discipline code 3. Implementation and Interpretation of government policy–e.g.re-entry policy 4. Enforce code of conduct 5. Management of finances at departmental level 6. Enforcing Students code of conduct 7. Making departmental work plan Making institution work plan 8. Recordkeeping 9. Budgeting 10. Programming of works 11. Organizational structure 12. Job descriptions 13. Job evaluation processes 14. Compensation programs 15. Classroom management 16. Lesson plans 17. Schemes of work etc. 18. School health programs ,e.g. food provision 19. Assessment	<b>To diligently execute all administrative and management tasks assigned to by the school as per schedule</b> 1. Formulation of strategic plan and budgeting 2. Formulation of a discipline code 3. Implementation and Interpretation of government policy–e.g.re-entry policy 4. Enforce code of conduct 5. Management of finances at departmental level 6. Enforcing Students code of conduct 7. Making departmental work plan Making institution work plan 8. Recordkeeping 9. Budgeting 10. Programming of works 11. Organizational structure 12. Job descriptions 13. Job evaluation processes 14. Compensation programs 15. Classroom management 16. Lesson plans 17. Schemes of work etc. 18. School health programs ,e.g. food provision 19. Assessment	

<b>CO-CURRICULUM ACTIVITIES</b>	To coordinate functions of co-curriculum activities in school	<b>To supervises so as to see the fruition of all co-curricular activities in school such as below</b> <ol style="list-style-type: none"> <li>1. Production Unit (PU)</li> <li>2. Preventive Maintenance (PM)</li> <li>3. Sport activities</li> <li>4. National Schools Arts Association of Zambia (NASAAZ) activities</li> <li>5. Clubs formation</li> <li>6. JETS activities</li> </ol>	<b>To meet the set dates for all supervised co-curricular activities in school such as below so as to see their fruition</b> <ol style="list-style-type: none"> <li>1. Production Unit (PU)</li> <li>2. Preventive Maintenance (PM)</li> <li>3. Sport activities</li> <li>4. National Schools Arts Association of Zambia (NASAAZ) activities</li> <li>5. Clubs formation</li> <li>6. JETS activities</li> </ol>	
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**SUPERVISOR'S KEY FOR RATING: ABOVE TARGET=3, ON TARGET= 2, BELOW AVERAGE= 1,**

**OVERALL TARGET RATING=**

**(Total rating divided by the number of targets)**