

CPD IN FIELD

Meeting of DTE with HT

- Time required: 30 min.
- Structured using **HT meeting Form**
- Objectives:
 - Student Enrollment
 - Teacher Presence
 - Goal Setting
 - Teacher mentoring
 - Results sharing

Form For Meeting of Head Teacher Of Target School with DTE
(Please prepare 2nd copy using carbon paper and leave original copy with HT of Target School)

Name of School: _____ EMIS Code: _____

Name of Head Teacher: _____ CNIC No: _____

Purpose of visit of DTE: 1) Assessment 2) Mentoring

Students available for Assessment:

Class-3		Class-4		Class-5	
Total	Present	Total	Present	Total	Present

Total Teachers in School: Teachers Present: Teachers Absent:

Teachers on temporary duty: Teachers on Leave: Out of School for any purpose:

Teachers Available for Mentoring:

Teacher-1	Teacher-2	Teacher-3	Teacher-4
Yes / No	Yes / No	Yes / No	Yes / No

Issues discussed during visit of target school by DTE along with HT of Target School

	Problems Identified on First visit during the Month	Achievement on 2nd Visit in %
1)		
2)		
3)		
4)		
5)		

Amount available in Farogh-e-Taleem Fund: Rs=

Signature of HT: Signature of DTE:

Dated: Dated:

Meeting of DTE with HT

- **Indicators:**
- **DTE Meeting** File contains
 - HT Meeting Form
 - Teachers ranking indicators form
 - Monthly Assessment Report
- Display of schools ranking at main gate
- Display of teachers grading in HT office



Meeting of DTE with HT

Display of School Ranking

Position Of School In Cluster	
Total Schools Cluster	10
Position Of School In May	02
Position Of School In September	01
Position Of School In October	
Position Of School In November	
Position Of School In December	
Position Of School In January	

PREVENTIVE MEASURES

Display of Teachers Grading

Teacher's Name	May	Sep	Oct	Nov	Dec
...	E	D			
...	E	D			
...	E				
...	E	E			
...	E	D			
...	D	D			
...	E	E			

Assessment of Students in G3,4 & 5

- Time required: 8 days per month
- Time spent by DTE for one school (2 hours)
- SLOs based Papers preparation at DSD
- Selection of paper by DT out of 5 papers
- Translation / Correction of paper by DTE
- Printing of paper by DTE

 **DIRECTORATE OF STAFF DEVELOPMENT PUNJAB, LAHORE**
Monthly Test Class 3 November 2012
SUBJECT: All P-1 TIME ALLOWED: 1 hour 30 minutes
Name: ROLL NO:
Please tick "✓" correct option. Version - 1

Q.No.1 کائنات کا خالق ہے
1) فرشتہ 2) انسان 3) اللہ تعالیٰ 4) نی 2)

Q.No.2 عام القیل کا لفظی معنی ہے
1) سال کے مہینے 2) سال اور مہینہ 3) ہاتھیوں کا سال 4) سال کے ہاتھی

Q.No.3 محمد ﷺ کا معنی ہے
1) جس سے محبت کی جائے 2) جس سے اللہ خوشنمیش ہو 3) جس سے اللہ غضبناک ہو 4) جس سے اللہ ناراض ہو

Q.No.4 حلف القبول سے مراد ہے
1) معاہدہ 2) فضیلت و اعمال 3) حق بات 4) فضل الہی

Q.No.5 قریش کو دوبارہ کعبہ تعمیر کرنے کی ضرورت اس لیے پیش آئی
1) حرم بامعبر سے مراد نہ ہو 2) عمارت چھوٹی تھی 3) عمارت بہت پرانی تھی 4) عمارت کچی اور پرانی تھی

Q.No.6 Which of the following words is used both in English and Urdu?
1) watch 2) table 3) chair 4) chalk

Q.No.7 Which group of words is used both in English and Urdu?
1) cap, cat 2) chair, table 3) van, fan 4) pen, jug

Assessment of Students in G3,4 & 5

- Payment of paper by HT from FTF
- Paper conduct by concerned teachers (1.5 hour per month)
- Marking by other school teachers (3 days)
- 10% Rechecking by DTEs
- Result compilation by DTE



Assessment of Students in G3,4 & 5

- **Benefits to students:**
- Proper time allocation for topics
- Reflection on learning
- Provides comparison regarding class fellows
- Provides practice for PEC exams



Assessment of Students in G3,4 & 5

- **Benefits to teachers:**
- In time admission in April
- Curriculum coverage as per plan
- Students ranking
- Assessment of subjects / concepts difficulty
- Students judgment / readiness for studies
- Students engagement during summer vacations /after school time



Assessment of Students in G3,4 & 5

- **Benefits to parents:**
- Selection of good school during admission
- Can judge relative position of their child
- Can track performance of their child, teachers and school
- Can decide about future of child



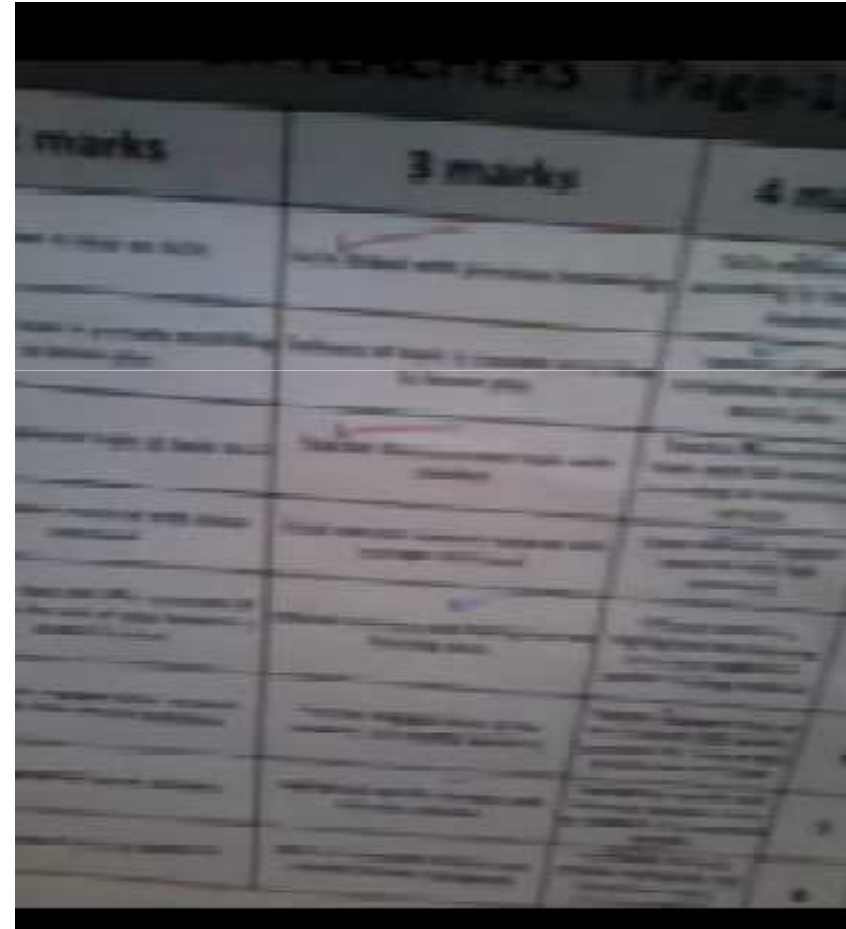
Mentoring of Teachers by DTE

- Selection of 4 best teachers
- Delivery of “Teacher Ranking Indicators Form” (TRIF) to identified teachers
- Self assessment by teacher before delivery of lesson (blue tick)
- Assessment by DTE (Red tick)

GENERAL RANKING INDICATORS FOR TEACHERS (Page-1)						
Area		1 mark	2 marks	3 marks	4 marks	Indicator No.
Curriculum	Taleemi Calendar	Use of SLOs according to Taleemi Calendar	Teacher is clear on SLOs	SLOs linked with previous knowledge	SLOs explanation is according to the level of students	1
Lesson Planning (according to Teacher Guide)	Delivery	Delivery of topic is little bit according to lesson plan	Delivery of topic is partially according to lesson plan	Delivery of topic is mostly according to lesson plan	Delivery of topic is completely according to lesson plan	2
Textbook	Content	Teacher can study content but does not understand topic	Teacher explained topic at basic level	Teacher demonstrated topic with comfort	Teacher demonstrated topic with full command according to requirement of SLOs	3
Use of support material	Low cost/ no cost material	Support material present but not used by teacher	Used support material with minor command	Used relevant support material with average command	Used relevant support material with full command	4
Interaction with students	Summary/ Revision	Offered in-completesummary	Teacher does not offer summary of lesson at the end of class however a student briefed	Offered summary and highlighted key learning areas	Offered summary, highlighted key learning areas and suggested further reading material	5
	Questioning	Teacher asked no question during delivery however answered question raised by student	Teacher engaged some students with little relevant questions	Teacher engaged most of the students with quality questions	Teacher engaged most of the students with quality questions by using proper questioning technique	6
	Feedback provided by Teacher	A little feedback	Highlighted specific mistakes	Highlighted specific mistakes with concrete remedies	Highlighted specific and common mistakes made by students and explained remedy	7
Homework		Assigned un-planned homework	Assigned planned homework	Planned Homework assigned and checked (mistake highlighted)	Homework checked, mistake highlighted, and corrections made /	8

Mentoring of Teachers by DTE

- Mentoring of teacher after delivery of lesson specially focusing differences
- Recording of score in DTE diary
- Handing over TRIF to HT for 29 days mentoring in absence of DTE by HT
- Discussion with CTSC Head
- Recording of score in CTSC File



Mentoring of Teachers by DTE

- Peer assessment by Teachers
- **Training recommendation** on basis of
 - Assessment Result
 - Teacher Observation by DTE
 - Teacher's Self Assessment
- Pre-mentoring status of teacher on 8 mentoring areas



Meeting of DTEs with CTSC Head

Objectives:

1. To ensure smooth working of DTEs in field
2. To get guidance on field problems
3. To record factual events on meeting register

Process:

Meeting time 30 minutes

1. Arrival of DTE at CTSC 1:30 PM
2. Signature for attendance on staff attendance register
3. Sharing of information with CTSC Head
4. Recording of minutes of meeting
5. Getting signature of CTSC Head on minutes of meeting in "Register for Meeting of CTSC Head "

Working of DTEs at CTSC

Assessment Days

- Planning for conduct of monthly test
- Planning for marking of monthly papers
- Data Entry in CTSC File
- Planning for goal setting for HTs
- Preparation and display of monthly reports at CTSC

Mentoring Days

- Data Entry in CTSC File regarding assessment & mentoring
- Preparation of student year report
- Preparation of mentoring activities
- Preparation of low cost / no cost material

Working of DTEs at CTSC on PD-Day

- Preparation of rooms for PD-Day
- Management of facilities for PD-Day
- Preparation of time table for all DTEs attending PD-Day
- Preparation of attendance sheet for DTEs and PSTs
- Preparation of lesson plan on assigned topics
- Delivery of trainees feedback form in start
- Delivery of lesson as per time table
- Collection of PSTs complaints / feedback form during problem solving session by CTSC Head
- Data Entry in CTSC File

Working of CTSC Head

Assessment / Mentoring Days

- Conduct meeting of HTs on 15th of every month after school time
- Perform at least 5 monitoring visits during month
- Conduct daily meeting with DTEs at 1:30 PM
- Sign minutes of daily meetings on “CTSC Head meeting register”
- Checking of reports displayed at CTSC (once per month)

PD-Day

- Management of PD-Day at CTSC
- Conduct of problem solving session
- Preparation of summary of complaints for DTSC Head
- Calculation of score assigned by trainees to DTEs
- Checking of CTSC File
- Email CTSC File to concerned TE & TE(A&F)