INDIVIDUAL WORK PLAN

TERM ONE 2018

JOB TITLE:……

DEPARTMENT SECTION:……

NAME OF TEACHER:……

WORK PLAN PERIOD:……

NAME OF SCHOOL:……

JOB PURPOSE

- To teach effectively so as to impart relevant business skills and knowledge in the pupils in order for them to have entrepreneurial ideas that will help them to come up with their future businesses.
- To connect proficiently all the school activities of the staff and pupils in order to attain the intended educational goals.

KEY RESULT AREA	PRINCIPAL ACCOUNTABILTY (MAIN DUTIES)	TARGET AREAS/ ISSUES	SCHEMES OF ACTIVITIES
LESSON PLANS	➢ To plan appropriately the teaching activities to ensure a smooth delivery of values, knowledge, skills and attitudes.	➢ One schemes of work, 12 records of work and 60 lesson plans to be planned by January to April 2018.	➢ Collect and organise the reliable teaching materials. ➢ Preparing teaching learning aids. ➢ Effectively and efficiently plan the lessons.
CLASS TEACHING	➢ To effectively and efficiently teach in order to make pupils gain the business knowledge, skills and values for the betterment of the society.	➢ About 200 pupils to be taught effectively by the end of the term (i.e From January -early April 2018)	➢ Group work, Role play, Discussion, Field Trip, Cell Phones, Computers, etc.
CONTINOUS ASSESSMENTS	➢ To assess or evaluate regularly the performance of the pupils	➢ About 200 pupils to be assesse	➢ Progress charts, Class registers and

	so as to determine and supply the reliable and appropriate intervention and remedial work.	d and evaluated and reliable intervention to be applied to the needs by the end of the term.	remedial work. End of topic, week, month and term or year tests.
CLASS MANAGEMENT	➢ To control and effectively supervise the class activities in order to create a good conducive learning and teaching environment.	➢ About 200 pupils to be well managed and supervised by the end of the term one period of 2018.	➢ Proper and orderly sitting plans. ➢ Maintaining gender balance. ➢ Ability levels and punishments. ➢ Class room rules. ➢ Teacher/ pupils rapport. ➢ Child centred methods. ➢ Pupils duty rota.
SCHOOL ACTIVITIES SUPERVISIONS	➢ To effectively link all supervision AL school activities in order to achieve the desired goals.	➢ All pupils from Grades 8 to 9 are assigned to	➢ Preventive maintenance. ➢ Sports (football, netball, athletics,

	➢ To aim at effective results.	P.M.S. and club members.	etc. ➢ Poetry clubs ➢ Debates.
ASSUMPTIONS	➢ Illness and Diseases ➢ Permissions ➢ Extra duty ➢ Publiic Holdings ➢ Funerals ➢ Absenteeism ➢ Theft and Vandalism ➢ Meetings and Workshops ➢ Lack of reliable resources ➢ Leave-local or study Vacations.		