INDIVIDUAL WORK PLAN

1. NAME OF JOB HOLDER : **MUSONDA MUMA KANYANTA COMFORT**

2. TS NUMBER :

3. JOB TITLE : SUBJECT TEACHER

4. JOB PURPOSE : TO MANAGE THE CLASS AND ACADEMIC PROGRAMMES IN THE CLASSROOM IN ORDER TO FACILITATE THE DELIVERY OF QUALITY EDUCATION.

5. WORK PLAN PERIOD : 1ST JANUARY 2021 TO 31ST DECEMBER, 2021.

6. DEPARTMENT: MINISTRY OF GENERAL EDUCATION

7. SCHOOL: CHAINDA OPEN PRIMARY SCHOOL

KEY RESULT AREA	PRINCIPAL ACCOUNTABILITY	TARGETS	SCHEDULE OF ACTIVITIES	RATING
LESSON PLANNING	Plan appropriate teaching and learning activities to ensure smooth delivery of relevant skills and knowledge.	3 Schemes of work in total in social studies (Geography and History) for grade 8 and 9 by December.	Prepare schemes of work in social studies. File and submit schemes of work for content verification and checking.	
		240 lesson plans in total in Social studies for grade 8 and 9 by December.	Prepare lesson plans according to the class timetable and in line with the schemes of work. Submit books for lesson plans for content verification and checking.	
		Teaching/learning resources	Prepare teaching/learning resources	
TEACHING	Teach effectively in order for learners to acquire relevant knowledge, morals, skills and attitudes.	240 lessons in total in social studies by December.	Deliver lessons as per time table and following the steps and methodologies outlined in the lesson plan Evaluate lessons reflectively in order to ascertain my strength, weaknesses, and that of learners. Supply appropriate remediation to every learner based on the assessed individual learners' needs during and after the lesson.	
		180 records of work in total in social studies by December	Prepare weekly forecasts Literacy, integrated science, social studies, creative and technology studies and mathematics on the weekly File the weekly forecasts in the box file. Submit box file regularly and when required to have the content of weekly forecasts checked and verified in order to ascertain the progress made.	
	Assess regularly the performance of learners in order to	A total of 60 test items in form of end of month and end of term tests in social studies by December	Prepare continuous assessment tests based on topics covered Submit continuous assessment tests for validity and reliability checking. Administer and invigilate continuous assessment tests	