

NOTES FOR INTERVIEWS

SPECIFIC ROLES OF A SECONDARY TEACHER

- Guidance and counseling the students in the school
- Must prepare scheme of work and the lesson plan in line with the approved national curriculum on termly and weekly bases
- Should make good relationship between students and the teachers
- He should keep records, that is assessment, age, health, tribe, topics and sub topics covered
- Must attend departmental meetings for the proper planning and the distribution of the load
- He must conduct physics lessons and remedial according to the set time tables
- Carry out continuous assessment and evaluation of the students' performance
- He must set physics exams, invigilate it, mark it and grade it
- Record the correct text books to use
- Link subjects with other subjects with similar topics
- Form subject clubs that is both internal and external seminars

WHY MANY STUDENTS FAIL A SUBJECT IN O' LEVEL

- Language, much of the work is written in foreign language.
- Some students have negative attitude towards the subject.
- Pupil's don't want to be bothered to think & subject them to reading.
- Poor reading culture methods
- Use of poor teaching methods by teachers
- Students are not given enough time
- Indiscipline of students in school even when not at school
- Dodging of classes
- Syllabus coverage, ie some teachers do not cover work in a given time
- Shortage of teaching materials to use at school
- Peer groups
- Inadequate guidance & counseling
- Government policy
- Some teachers do not take time to make & give feedback to students early
- Some students lack confidence

ROLES OF EDUCATION SERVICE COMMISSION

- Appoint teaching & non teaching staff in education institution
- To recruit teaching & nonteaching staff
- To validate the appointment of teaching & non teaching staff in secondary
- To confirm and regularize the appointment of E .S personal

- To grant study leave
- To review disciplinary cases submitted by MOES
- To visit & provide guidance & support supervision to districts on matters related to E S Personnel
- Identifying relevancies in teaching service
- To advertise available vacancies in education service
- Shortlist those with required qualifications
- To interview the short listed applicants
- To retire teachers
- To promote teachers

MINISTRY OF E.S, SCIENCE & TECHNOLOGY

Structure of M O E S

- Chair person
- Depute chair person
- Secretary
- Other members

Ministers of Education

Cabinet minister	Janet kataaha museveni
State minister for Secondary	John Chrysosstom Muyingo
State minister for sports	Charles Bakmulinde
State minister for primary	Rosemary Seninde
State minister for ICT	Ida Nantaba

ROLES OF MINISTRY OF EDUCATION

- It promotes education
- Revise & approves Education curriculum in the country
- Organizes workshops& seminars to discuss education issues e.g. Sesemat
- Promotes registry of teachers
- Ensures effective planning of the education service
- Draw up strategies, policies& plans for education reforms
- Administers standards for setting up schools of all types in various levels
- To lay down requirements for, and basic documents for teaching in elementary education
- To organize and approve international examinations with specified organizations like UNEB
- Supervision of education countrywide

- To direct the development & reform of higher education
- Take charge in over all management of funds in education sector
- To carryout other work assigned by the state council
- They fund government schools
- Supply textbooks to schools
- License private schools

GOVERNMENT POLICIES OF EDUCATION COMMISSION

discipline

- A secondary school in every sub county in Uganda
 - Vocationalisation of education
 - U S E, U universal Secondary Education
 - U P E, Universal Primary Education
 - UPOLET, Universal post o'level education training
 - Civil child education i.e. points girls to join universities
 - SESEMAT, Secondary Science & Mathematics Teachers
 - Science subjects being compulsory
 - PIASY, Presidential Initiative on Aids Strategy to Youth
 - Educate Uganda
- Education for all

HOW TO CONTROL THE CLASS

- Creating students with a touch of smile
- Maintaining eye contact
- Calling students by names
- Offering information with good examples
- Using simple language with their meaning
- Members coming forward to clear their queries
- Giving real example to the topic
- Giving enough exercise in order to make all quiz & giving slow learners active in class
- Welcoming the suggestions from the learners
- Giving & explaining important information first
- Audibility

HOW TO MAINTAIN DISCIPLINE IN CLASS OR SCHOOL

- Emphasizing school uniform
- Guidance & counseling
- Emphasizing school rules & regulations
- Knowing every student in school even by names
- Administering simple punishments eg.shlashing the school compound
- Creating friendship with the learners in school
- Engaging parents when counseling learners

- Teaching CRE&IRE in school
- By a watching disciplined learners
- Daily roll calling of learners

PROFESSIONAL TEACHER CODE OF CONDUCT

- Teacher shall prepare schemes of work, lesson plan, lesson notes
- Teacher shall not teach under the influence of alcohol
- Teacher shall not fall in love with learners
- Teacher should be confident
- Teacher should dress decently
- Teacher should be exemplary
- Teacher should not use abusive language
- Teacher should be respectful & approachable
- Teacher should teach objectively

MEASURES TAKEN TO MAKE STUDENTS LIKE THE SUBJECT

- Awarding best performers
- Teaching from known to unknown
- Teaching objectively
- Giving relevant examples related to their daily life experience
- Guidance & counseling
- Befriending with students so that they can approach a teacher at any time of school
- More practical lessons
- Cretin necessary tones related to content taught
- By involving learners during teaching process

IMPORTANCE OF PROFESSIONAL TEACHER CODE OF CONDUCT

- It guides a teacher to behave professionally
- Helps a teacher not to teach under the influence of alcohol
- Helps a teacher to teach objectively
- Helps a teacher to be respectful & approachable
- Helps a teacher to use a polite language when talking to students
- Helps a teacher to be exemplary
- Helps a teacher to be smart while at school
- Helps a teacher to be confident
- Helps a teacher not to fall in love with learners
- Helps a teacher to prepare proper schemes of work& lesson plan in time

WHAT IS ASSESSMENT?

Is the systematic process of gathering and discussing information from multiple source in order to develop a deep understanding of what students know, understand, and can do with their knowledge

Forms of assessment

- Exercises
- Tests
- Promotional exams
- Home works
- Group discussions
/learning takes place
- Assignments

Types of assessment

- Summative
- Formative
- Continuous assessment
- Administered after a time
- Indi ministered while teaching

Advantages (students)

- Improves learners performance
- Improves confidence in learners
- Helps the learners to master the content
- Instills reading culture

To teachers

- Helps when promoting learners
- Helps in guidance & counseling learners
- Helps a teacher to measure the effective of the methods used when teaching
- Helps a teacher to choose suitable learning aids
- Helps a teacher to sort learners who need remedial lessons
- Helps a teacher to give objective report on academic performances of the learners
- To provide basis for improving academic pregnancies

WHAT DO YOU CONSIDER WHEN EVALUATING THE LEARNERS

- The amount of what has been covered
- The level of the learners
- The time frame
- The mixed ability
- The purpose of evaluation

WHY DO YOU ASSESS WHILE TEACHING

- To find out whether objectives stated have been archived
- To find out whether the content delivered to them has been understood
- To find whether the methods used have been appropriated
- To find out whether the teaching aids have been appropriated

- To improve on the communication of the learners
- To improve on the socialization of the learners through answering given the questions in front of students
- To improve confidence of the learners

METHODS OF TEACHING

- Demonstration; used when materials are not enough
- Guided discovery, learners find a solution to the problem themselves
- Group discussion
- Brain storming
- Teacher guide discovery
- Learning stationary

QUALITIES OF A GOOD TEACHER

- Varies his/her methods
- Use of motivating techniques
- Use of relevant teaching aids
- Should be confident
- Make & give feedback to learners
- Should not give heavy punishments to students
- Should use marking guide when marking students
- Should encourage learners
- Use group work
- Create good relationship to students/learners
- Should follow teaching syllabus
- Should keep time

ROLES OF A TEACHER APART FROM TEACHING

- Instilling discipline in the learners
- Engaging students in the community work
- Clearing the compound
- Guidance and counseling
- Attending staff meetings
- Participating in co-curricular activities
- Attending departmental meetings
- Forming clubs eg entertainment clubs
- Attending class meetings

OTHER RESPONSIBILITIES OF A TEACHER]

- DOS
- Warden
- Librarian
- Food master
- House patron
- Games teacher
- Head of department
- Entertainment
- Health master

DOCUMENTS THAT GOVERNS THE TEACHER /LEGAL DOCUMENTS

- Constitution of Uganda of 1995 article 167
- Education act of 2008
- Local government act
- Legal notice (the professional code of conduct)
- Standing orders

AS A TEACHER HOW CAN YOU PREPARE YOURSELF BEFORE GOING TO CLASS

- Study the syllabus content
- Prepare scheme of work using the syllabus
- Prepare the lesson plan
- Prepare the methods to use when teaching
- Prepare teaching aid depending on the topic
- Prepare teaching notes

WHAT ARE THE TEACHERS ACTIVITY IN THE CLASS

- Greeting and role calling the students
- Reviewing the previous lesson
- Delivering the content to the learners
- Encouraging learners to ask the questions for clarification
- Marking the exercise
- Giving the exercise
- Harmonizing learners findings
- Self-evaluation
- Brainstorming of what studied

DOCUMENTS KEPT BY THE TEACHER AND THEIR USE

- Scheme of work, for future reference

- Lesson plan
- Class profile, to find out social status of the learners
- Record of work, continuity of teaching
- Record of marks, promotion, ability of learners and guidance and counseling
- Record of attendance, how often students attend the school
- Time table, to keep time
- Record of noes, for proper teaching
- Discipline of students, for guidance and counseling

STAKE HOLDERS IN THE SCHOOL

- Board of governors
- Parent teachers association
- Learners
- Teachers
- Parents
- Community
- Ministry of education

FACTORS THAT AFFECT ACADEMIC EXCELLENCY

- Discipline of the students
- Regular attendance of lessons by the learners
- Good reading culture of the learners
- Well stocked library
- Well stocked laboratory
- Improved welfare
- Regular assessment and evaluation
- Good relationship between staff and the learners
- Co-curricular activities
- Teaching practical lessons
- Field trips for field work
- Improved motivation of the learners
- Affordable teaching load
- Recruitment of certified and competent staff
- Remedial teaching load

CHALLENGES FACED BY TEACHERS AT SCHOOL

- Poor welfare of teachers
- Less pay
- stocked laboratory

- Un stocked Liberian Absenteeism of learners
- Inadequate scholastic materials
- Inadequate teaching aids
- Heavy teaching load
- High costs of living
- Undisciplined learners
- Poor teaching environment eg un cemented classroom
- Dodging of lessons by learners
- Enrolling weak learners
- Poor relationship between a teacher & administrators
- Dismissal from school by environment head teacher

COMMON PROBLEMS IN SCHOOL

- Strikes
- Inadequate funds
- Inadequate man power
- Poor infrastructure
- Shortage of classes
- Poor teacher administration relationship
- Inadequate library materials
- Inadequate laboratory equipment
- Poor reading culture
- Poor public relations
- Water shortage
- Electricity shortage
- Soil erosion
- Teacher absenteeism
- Teachers dodging
- Less pay

INDISCIPLINE CASES IN SCHOOLS

- Teasing&booling
- Escapism
- Drug abuse
- Abusing of teachers
- Fighting
- Dodging classes
- Failure to do assignment
- Improper dressing
- Boycott of school programs
- Disrespect of teachers

- Exam multipartite

STRUCTURE OF EDUCATION SERVICE COMMISSION

- The education service department
- The finance & administrative department
- The policy analysis unit, information science unit procurement unit
- Internal audit

ROLES OF BOARD OF GOVERNORS

- Discontinues & dismisses indiscipline teachers
- It accounts the expenditure made on school supplies
- It appoints teachers
- Solve indiscipline teachers
- It approves the school budget

Roles of P.T.A

- It bridges the gap between teachers & learners
- It supports educational activities at home
- It informs about the school aim & school expectations
- It makes budget of the school

INNOVATION

- ✓ It is the introducing of something new into existence

IMPORTANCES

- Constant improvement
- Enhanced brand-new
- Unique products
- Attracts expert talent
- Grow & success

IMPORTANCE OF PRACTICAL LESSONS

- Leads to perfection
- Encourages self-learning
- For remembering
- Helps a learner to be innovative

CHALLENGES FACED IN LABARATORY

- Inadequate materials
- Accidents

- lack of electricity
- Poor trained personnel
- Delay of the learning aids
- Limited are space

HOW TO MOTIVATE LEARNERS

- Calling learners by names
- Plan for every class
- Vary teaching methods
- Move around the room as you teach
- Be expressive/smile
- Using real examples in life
- Put some excitement in your speech
- Give lots of examples
- Maintain eye contact
- Be available before class starts
- Returning assignment & tests as soon as reasonably

CAUSES OF STRIKES IN SCHOOL

- Indiscipline students
- Indiscipline teachers
- Poor administration
- Poor communication
- Poor welfare of students
- Bad peer groups
- Drug abuse
- Tribalism
- Teasing & bullying
- Un healthy relationship between teachers & students

PREVENTION OF STRIKES

- Guidance & counseling
- Career guidance
- Improved communication of learners
- Improving students welfare
- Emphasizing equality in school
- Regular class meetings
- Teacher child parenting
- Use of suggestion box
- Clarifying students queries
- Emphasizing school rules & regulations

- Knowing students by names
- Be friendly to students

ROLES OF EDUCATION SERVICE COMMISSION

- It keeps & maintains all documents of the education service
- It recruits teachers in post primary institutions
- It validates the appointment of teachers
- It confirms & regularize the appointment of education service workers
- It retires education service workers
- It grant study leave to education service workers
- It reviews disciplinary cases of the education service workers
- To visit, provide guidance & support to districts on matters concerning education
- To promote teachers

SUPPOSE YOU HAVE FORGOTTEN A SCHEME OF WORK & LESSON PLAN IN A CLASS, LIST FOUR THINGS YOU CAN DO AT THE MOMENT?

- Physical exercise
- Give quiz
- Debate
- Use lesson notes
- Give guidance & counseling to occupy learners
- Refer them to library to do some assignment