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

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### Form For Meeting of Head Teacher Of Target School with DTE

<table>
<thead>
<tr>
<th>Name of School:</th>
<th>EMIS Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Head Teacher:</td>
<td>CNIC No:</td>
</tr>
<tr>
<td>Purpose of visit of DTE:</td>
<td>1) Assessment</td>
</tr>
</tbody>
</table>

### Students available for Assessment:

<table>
<thead>
<tr>
<th>Class 3</th>
<th>Class 4</th>
<th>Class 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Present</td>
<td>Total Present</td>
<td>Total Present</td>
</tr>
</tbody>
</table>

### Teachers Available for Mentoring:

<table>
<thead>
<tr>
<th>Teacher 1</th>
<th>Teacher 2</th>
<th>Teacher 3</th>
<th>Teacher 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes / No</td>
<td>Yes / No</td>
<td>Yes / No</td>
<td>Yes / No</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Problems Identified on First visit during the Month</th>
<th>Achievement on 2nd Visit in %</th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
<td></td>
</tr>
<tr>
<td>2)</td>
<td></td>
</tr>
<tr>
<td>3)</td>
<td></td>
</tr>
<tr>
<td>4)</td>
<td></td>
</tr>
<tr>
<td>5)</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Signature of HT:</th>
<th>Signature of DTE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dated:</td>
<td>Dated:</td>
</tr>
</tbody>
</table>
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

Display of Teachers Grading
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 DTE out of 5 papers
- Translation / Correction of paper by DTE
- Printing of paper by DTE
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)

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**GENERAL RANKING INDICATORS FOR TEACHERS (Page-1)**

<table>
<thead>
<tr>
<th>Area</th>
<th>1 mark</th>
<th>2 marks</th>
<th>3 marks</th>
<th>4 marks</th>
<th>Indicator No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curriculum</td>
<td>Use of syllabus according to teacher guide</td>
<td>Teacher is clear on S/Ls</td>
<td>S/Ls linked to previous knowledge</td>
<td>S/Ls explanation is according to the level of students</td>
<td>1</td>
</tr>
<tr>
<td>Lesson Planning</td>
<td>Delivery of topic is little bit according to lesson plan</td>
<td>Delivery of topic is partially according to lesson plan</td>
<td>Delivery of topic is mostly according to lesson plan</td>
<td>Delivery of topic is completely according to lesson plan</td>
<td>2</td>
</tr>
<tr>
<td>Resources</td>
<td>Teacher has studied material but does not understand topic</td>
<td>Teacher explained topic specifically</td>
<td>Teacher demonstrated topic with full encouragement according to requirement of S/Ls</td>
<td>Teacher demonstrated topic with full encouragement according to requirement of S/Ls</td>
<td>3</td>
</tr>
<tr>
<td>Use of support material</td>
<td>Support material present but not used by teacher</td>
<td>Uses support material with minor command</td>
<td>Used relevant support material with average command</td>
<td>Used relevant support material with full command</td>
<td>4</td>
</tr>
<tr>
<td>Summary / Revision</td>
<td>Offered an incomplete summary</td>
<td>Teacher did not offer summary of lesson at the end of lesson and student benefited</td>
<td>Organized summary and highlighted key learning areas</td>
<td>Organized summary and highlighted key learning areas</td>
<td>5</td>
</tr>
<tr>
<td>Student interaction</td>
<td>Teacher asked no question during delivery where an answer was</td>
<td>Teacher engaged in students with quality questions</td>
<td>Teacher engaged in students with quality questions</td>
<td>Teacher engaged in students with quality questions</td>
<td>6</td>
</tr>
<tr>
<td>Interaction with students</td>
<td>Teacher asked no question during delivery where an answer was</td>
<td>Teacher engaged in students with quality questions</td>
<td>Teacher engaged in students with quality questions</td>
<td>Teacher engaged in students with quality questions</td>
<td>6</td>
</tr>
<tr>
<td>Peer check with Teacher</td>
<td>A little feedback</td>
<td>Highlighted specific mistakes</td>
<td>Highlighted specific mistakes with concise remediation</td>
<td>Homework corrected, mistakes highlighted, and corrections made</td>
<td>7</td>
</tr>
<tr>
<td>Homework</td>
<td>Assigned unplanned homework</td>
<td>Assigned planned to network</td>
<td>Planned Homework assigned and checked (mistes highlighted)</td>
<td>Homework corrected, mistakes highlighted, and corrections made</td>
<td>8</td>
</tr>
</tbody>
</table>
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 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)