



2022

PERFORMANCE STANDARD OPERATING PROCEDURE [PSOP] DREKETI CENTRAL COLLEGE



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VISION, MISSION, VALUES, PRINCIPLES AND GOALS

OUR VISION

Quality and Holistic Nurturing for Change, Harmony and Development.

OUR MISSION

To produce an educated based community through holistic nurturing, responsible citizenship and firm spiritual values. Empowered to take up challenges, promote sustainable development and instil pride in national and cultural heritage.

MOTTO

ASPIRATION IN TO ACTION

OUR EDUCATIONAL PRINCIPLES

At Dreketi Central College/Vocational Centre, student learning and acquiring desired technical skills is the center of everything that we do. The delivery of all services is guided by our commitment to:

- ❖ To produce an educated community.
- ❖ Nurture responsible Citizens of Dreketi.
- ❖ Build spiritual values.
- ❖ Empower students to take up challenges.
- ❖ Enhance lifelong skills.
- ❖ Instil pride in national and cultural heritage.
- ❖ Be responsible with our constitutional rights and responsibilities

OUR EDUCATIONAL VALUES

Studying at Dreketi Central College and Training at Dreketi Vocational Centre is based upon a core of intrinsic and enduring values. These are:

Peace -We are committed to promote peace

Team work -We respect, encourage and support each other, other colleagues and other similar training institutions.

Excellence -We put aspirations in to actions to excel in excellence

Empowerment- We strive to allow the students to critically think and make wise decisions

Honesty- We are committed to transparency and accountability in our service

Patriotism -We are committed to instill pride in our culture, values and traditions

GOALS

SHORT TERM – The improvement of teaching and learning resources enabling proper delivery of academic lesson and technical skills training.

MEDIUM TERM – Raising the standard of quality of Academic Achievement in both academic and technical stream.

LONG TERM GOAL – Developing a well-equipped learning institution that embraces modern ideas and invariably improves the quality of delivery based on expectations of the Ministry of Education.

TEACHING FOCUSS

- ❖ Engagement
- ❖ Achievements
- ❖ Relationships

HISTORY OF THE SCHOOL

The school was established in 1968 through the initiative of Mr. Don Bull and Mr. Harry Bull who realised that the district of Dreketi urgently needs secondary education facilities. The school was known as Dreketi Inter-Racial Junior Secondary School initially but later changed to Dreketi Junior Secondary School. The founding school committee were Puran Prasad, Mr Ram Karan , Mr. Vishnu Deo Maharaj, Ratu Marika Votomosi, Ratu Peni Vuakanisakea and Mr Joseva Nasaroa. Mr. A.H.Bull was appointed manager, and Mr D.H.Bull president. The main objective of establishing this school is to ease the burden of sending students to Viti Levu and Labasa for secondary Education.

The school is situated on Nasigasiga Crown Lease land. This was Horse Racing track before it turned in to a secondary school compound.

The I Taukei community donated logs from which timber were sawn through the assistance of the Bull brothers for the construction of the classrooms. A temporary building was purchased from Kwong Tiy in Labasa and re-erected on the site as a temporary classroom pending the erection of a permanent wooden building.

The school was officially opened for form 3 in 1969 with a roll of 37 students with a Peace Corp teacher. The school roll begins to increase every year and additional teachers were supplied by the government to accommodate the increase in students roll.

New buildings consisting of two classrooms, library, toilet block, homecraft room and science laboratory were constructed to cater for the growing number of students. 1972 the school opened with a school roll of 237 students from Form 1 to form 4.

From Dreketi Junior Secondary School to Dreketi Secondary School in 1981. This change marked the introduction of form five. More classrooms were built in 1980 to cater for the

increase in the school roll. In 1982 form six was introduced. This prompted the change in name from Dreketi Secondary School to Dreketi High School.

The main feeder schools for Dreketi High School include; Maramarua District school, Dreketi Primary School, Lutukina District School, Muanidevo Primary School, Valelawa Indian School, Batirilagi District School and Nasarawaqa Bhartiya School. They enrol in the school for form 3 and they continue to form six before seeking tertiary education in Suva or Labasa.

In 1994 the school achieved yet another milestone with the introduction of Carpentry and Joinery Vocational Courses. Later in 1996 Catering and Tailoring vocational course was introduced.

Since the establishment of this school all students were mainly day scholars. In 2005 a girl's hostel was constructed with its dining hall. The boys were accommodated at the Maramarua District School hostel.

2007 was another historical moment for this school as Form 7 or Year 13 was first introduced. New School block for F7 was constructed with a science lab.

The school had its formal water supply from the Borehole system operated by Water Authority of Fiji. In 2014 the school was further upgraded physically with the installation of power from Fiji Electricity Authority.

At the 2014 Annual General Meeting it was raised and unanimously agreed by the community for the school's name to be changed from Dreketi High School to Dreketi Central College. This was to be the name of the school from 2015.

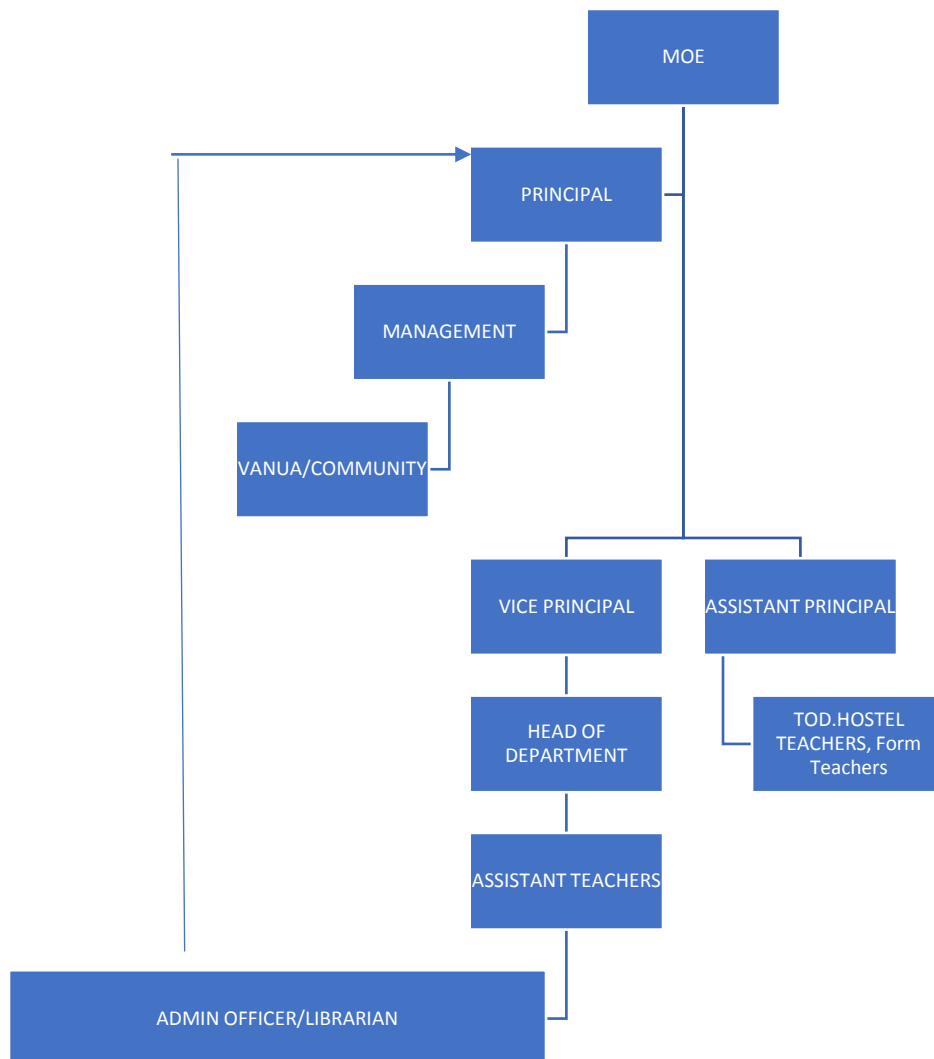
CODE OF ETHICS

CIVIL SERVICE CODE OF CONDUCT

1. An employee must behave honestly and with integrity in the course of employment in the public service.
2. An employee must act with care and diligence in the course of employment in the public service.
3. An employee, when acting in the course of employment in the public service, must treat everyone with respect and courtesy, and without coercion or harassment of any kind.
4. An employee, when acting in the course of employment in the public service, must comply with all applicable Acts and subordinate legislation.
5. An employee must comply with all lawful and reasonable directions given by persons in authority in the employee's Ministry, department or parliamentary body.
6. An employee must maintain appropriate confidentiality about dealings that the employee has with any Minister or any member of the staff of a Minister.
7. An employee must disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with employment in the public service.
8. An employee must use Government resources and assets in a proper way.

9. A person must not, in the course of or in connection with employment in the public service, provide false or misleading information in response to a request for information that is made for official purposes.
10. An employee must not make improper use of official information or of the employee's duties, status, power or authority in order to gain, a benefit or advantage for the employee or for anyone else.
11. An employee must not, except in the course of his or her duties as an employee, or with the express authority of the chief executive of his or her Ministry, department or parliamentary body, give or disclose, directly or indirectly, any information about public business or anything of which the employee has official knowledge.
12. An employee must at all times behave in a way that upholds the Public Service Values and the integrity and good reputation of the public service.
13. An employee on duty overseas must at all times behave in a way that upholds the good reputation of the State.
14. An employee must comply with any other conduct requirement prescribed by regulations, specified in directions or required of the employee by his or her chief executive.
15. In this section employee includes a wage earner.

ORGANISATION STRUCTURE



- ❖ CHECK YOUR LINE OF COMMUNICATION AND FOLLOW THE PROPER PROFESSIONAL CHANNEL OF COMMUNICATION.
- ❖ ALL IMPORTANT PROFESSIONAL COMMUNICATION [**REMINDERS, REQUESTS, COUNSELING, ADVICE**] SHALL BE WRITTEN, CITED AND ACKNOWLEDGED AS EVIDENCE.
- ❖ MAINTAIN PROFESSIONALISM AND RESPECT IN COMMUNICATION.

DRESS CODE

1. FORMAL AND APPROPRIATE WITH SUITABLE FOOTWEAR –NO FLIP FLOPS AND SLIP ON
2. A RESPECTABLE DRESS CODE IS RECOMMENDED AT ALL TIMES

1.0 Academic Standard Operating Procedure Objective

The purpose of the academic standard operating procedure is to institute a framework to guide staff of Dreketi Central College on fulfilling the set KPI as articulated in the MYAPA. It establishes clear expectation of teachers in all academic aspect enabling teachers to work according to the set procedures in school align to MEHA's guiding principles.

2.0 Standard Operating Procedure

2.1 The school admin team shall create and maintain a safe and conducive learning environment for students and teachers for effective academic achievement.

2.2 The SOP shall work as a guiding tool for the academic staff [assistant teacher/heads of the department, in meeting all the academic related KPI's as outlined in the IWP and MYAPA.

3.0 Rational

3.1 The standard operating procedure is prepared based on key Performing Indicators for assistant teachers and head of the department. This is started in the table below:

KPI #	Assistant Teacher's	Heads of the department
1	Teacher provides evidence of lesson planning in accordance with the curriculum in a timely manner as required by the HOS.	Acceptable, measurable and appropriate student progress for all students within the subject discipline in accordance to the specification of the MEHA curriculum and related essential documents- Cost Operational Plan for the department.
2	The teacher uses effective classroom management strategies and subject relevant teaching strategies that caters for the diverse needs of all learners.	Departmental teaching staff are developed and supported through the provision of quality advice, PD, and support.
3	The teacher provides progressive evidence of improving students' performance.	High standard of teaching in relevant subject disciplined in accordance with the curriculum.
4	The teacher provides evidence of contribution to and participation in all school programmes and activities.	Evidence to support that relevant subject disciplined are taught at appropriate levels.

5	The teacher demonstrates high level of professionalism and commitment to ongoing improvement in teaching quality.	
CORE KPI'S		
1	Code of Conduct All actions, decisions and attitudes reflect the Code of Conduct and the values of the Civil Services	Code of Conduct All actions, decisions and attitudes reflect the Code of Conduct and the values of the Civil Services
2	Demonstrate the core capabilities of interpersonal skills, quality of work and team work as required by the role.	Demonstrate the core capabilities of interpersonal skills, quality of work and team work as required by the role.
3		Provides effective leadership of staff to deliver Ministry plans and actively contributes to corporate goals and follows financial and human resource management guidelines, regulations, principles, and standard.

3.2 The standard operating procedure is prepared for the following which will act as a guiding principle for the staff of Dreketi Central College.

- 3.2.1 Work book preparation and submission.
- 3.2.2 LTP, Lesson notes and Lesson Plan preparation and submission.
- 3.2.3 Academic [Time- Table, Supervision, Master Mark sheet preparation, Examination Register, Report Cards
- 3.2.4 Behavioural Management
- 3.2.5 Level Coordinators/ Level Managers – Roles and Responsibilities
- 3.2.6 School Siren Time Table

4.0 STANDARD OPERATING PROCEDURE

4.1 Standard Operating Procedure for Workbook/Work Plan preparation and Submission

4.1.1 To maintain the standard throughout the department while preparing the work book /workplan the following need to be present in the work book:

- Week, Date, Day, Weeks Theme
- Strand/Sub Strand Name

- Lesson Outcome
- Teacher Activity
- Student Activity
- Home Work
- Reference
- Lesson Evaluation

4.1.2 The teachers need to use the remarks column for filling any comments in regard to coverage Completion.

4.1.3 Lesson preparation class should detail the outcome and the teacher activity for the given time instead of teachers writing only lesson preparation. Further more, during examination week, teachers to clearly state in the work book the class that will be supervised (subject for which supervision will be done).

4.1.4 All subject teachers are to submit the prepared work book/plan to their respective department heads on the last day of the week before 9am.

4.1.5 The workbook submission to Vice -Principal and or HOS following the submission schedule Shall be done at or before 11.00am. The verified/signed workbook/plan from the VP/ HOS to be returned to the teachers by 9am at the start of the new week.

4.1.6 Teachers shall use the revision plan template while preparing the workbook /plan after the completion of coverage in term 3 of academic year and or during the revision week while preparing students for the internal examination. This revision template shall be submitted for verification. **Note:** Teachers will only fill this template for the week's revision is in progress. This will be submitted to HODS and VP as per the work book/plan schedule

Workbook submission Schedule

Submission Channel	Time Frame
Assistant teacher to HOD	Weekly basis
HOD to the Vice- Principal	Weekly basis
Assistant Teacher to VP	Fortnightly basis
Assistant Teacher /HOD – HOS	Third Week of every month

4.2 Standard Operating Procedure for preparation of LTP, Lesson Notes, Lesson Plan.

4.2.1 Learning and Teaching Programme [LTP]

4.2.1.1 LTP shall be prepared by the subject teachers following the ministry's standard format as per the department requirement. The LTP prepared must be in line with the subject syllabi. The remarks

column of the prepared LTP to be used by the teachers for writing any changes to the planned programme, coverage completion etc.

4.2.1.2 Subject teachers shall submit the prepared LTP to the respective HODS as per the due date stipulated in the school planner. The HODS shall submit the LTP to the school vice- principal for verification as per the due date in the school planner.

4.2.2 Lesson Notes Preparation/Submission

4.2.1 Lesson notes shall be prepared in accordance with the current syllabi. The following need to be looked at, and should be evident in the notes:

- Strand/ Sub- strand
- Content Learning Outcome [CLO]
- Achievement Indicators
- Scope of content

4.2.3 Lesson Plan Preparation/Submission

4.2.3.1 Lesson plan shall be prepared for the lessons that will be observed by the admin team and HODS. The prepared lesson plan and the work book need to be submitted to the respective teacher who will be observing the class. The teacher observing the class shall comment on the lesson plan and return one copy to the subject teacher for filing. Refer to **Appendix 1** for lesson plan format.

4.3 Standard Operating Procedure constituting of regulatory requirement, examinations, recounting of marks, student's grievances on the academic issues, subject choices & changes, Home Work, Projects and Practicals, examination register, report cards

4.3.1 Regulatory Requirements

4.3.1.1 From year 9 – 13, a pass in any internal, external (national examination) is determined as per MEHA passing points, whereby it is **compulsory** for a child to attain at **least 50% or above in English.**

4.3.1.2 Passing points for each level is outlined in the table below:

Level /Year	Passing Point
9	Pass in English plus best 5 subjects. [out of 600]
10	Pass in English plus best 4 subjects. [out of 500]
11, 12,13	Pass in English plus best 3 subjects. [out of 400]

Entry point for TELS & NTS:

4.3.1.2.1: Tertiary Education Loans Scheme- 280/400 marks

4.3.1.2.2 National Toppers Scheme – 320/400 marks

4.3.1.3 For positioning all subjects' mark to be included. This shall also be used for awarding students.

4.3.1.4 Year 9 – 11 shall progress to the next level regardless of failing the national or standard examinations.

4.3.1.5 A year 12 student who has failed English but have scored above 200 [Eng + Best 3] in Y12CE, shall not be promoted to year 13

4.3.1.6 For a student to be enrolled in the Vocational courses namely; [Hospitality Operations, Fashion & Design and Carpentry & Joinery], a child shall complete at least year 10 level of education and must have knowledge of Home Economics and Industrial Arts subjects.

Refer to **appendix 2 – Vocational Enrolment / Academic/Complaint Policy**.

4.3.1.7 Year 12/13 students enrolled in for vocational will need to complete one year programme and sit for the trade test within the same year.

4.3.2 Examination:

4.3.2.1 A student found and proved to be cheating in the national /standard or during the internal examination will be penalized according to the MEHA policy.

4.3.2.2 Any form of cheating is not allowed during an examination.

4.3.2.3 Teachers shall ensure that students do not borrow items during examination.

4.3.2.4 Any request by the students during examination shall be directed to the supervisor in the class room by raising hands.

4.3.2.5 For all major examination conducted in the school, **supervision roster** shall be prepared by the VP and disseminated to the staff at least three days prior to the start of the first paper. The supervision roster shall have equal distribution of supervision hours.

4.3.2.6 Subject teacher shall not be rostered to supervise his/her paper. However, on extreme circumstances, if a teacher is rostered to supervise his/her paper, the teacher concern shall always maintain impartiality.

4.3.2.7 Level DEANS shall work closely with the Level managers to ensure that the examination room is ready and conducive for conducting examination two days prior to the examination.

- 4.3.2.8 Students who are absent during examination shall present a sick sheet or a medical report from a doctor to qualify for an aggregate pass/fail with no marks, and sick stated in the remark's column of the master marksheet and report card.
- 4.3.2.9 Aggregate award – shall be decided from the child's previous internal examination marks and will be correlated to the subject class result of that particular subject.
- 4.3.2.10 Students who do not present medical report or sick sheet will be marked as absent in the master marksheet and report card.
- 4.3.2.11 Examination time table shall be prepared by the vice-principal and a copy to be distributed to all the staff members and to each class room two weeks prior to the planned examination start date. Level DEANS to work with Level managers to see that a copy of time table is on the classroom notice board.
- 4.3.2.12 During examination supervision, teacher **shall not**; mark examination paper, use mobile phones, and need to be mobile in the class to avoid any form of cheating by the students during the examination.
- 4.3.2.13 Teacher schedule for supervision shall thoroughly check the students before allowing the child inside the examination room.
- 4.3.2.14 Teacher schedule for examination supervision shall collect the paper from the admin officer 15 minutes prior to the start of the paper. Teachers need to ensure that they sign upon receiving and returning the paper.
- 4.3.2.15 Teachers supervising need to ensure that examination checklist is filled and returned to the office with the paper for filling and referral purpose.
- 4.3.2.16 The teacher shall not disseminate the marked answer script to the students while the examination is in progress. All marked answer script to be returned to the students upon completion of all the papers as per the time table.
- 4.3.2.17 Marking of examination scripts- the teacher shall be given four days after receiving the paper to mark and submit the analysis to the level manager and the level coordinators.

4.3.3 Recounting of Marks

- 4.3.3.1 The child shall be given one lesson after receiving the answer script to lodge his /her complaint to the subject teacher for recounting and or remarking.

4.3.4 Students Grievances on the Academic Issues

- 4.3.4.1 Students grievances on mark, teaching lesson resources, lesson delivery shall be presented to the office in written by the student or parent.
- 4.3.4.2 School shall mitigate the issue and channel it to appropriate areas where needed.

4.3.5 Subject Choices and Changes

The students are allowed to change the subjects on the following conditions;

- i. Year 10 transition to year 11 subjects will be determined by the student's career choices and the subject marks scored in their final examination. Parents are welcome to be present during the academic transition counselling conducted by the admin team.
- ii. Any changes to the chosen subject by the student can only take place one week after the enrolment. Approval will be based on the reason given by the students.
- iii. Child enrolling in year 9 & 11 shall be given the prerogative to choose the optional subject of their choice, however once the required class number is reached per subject, the school admin in consultation with the child and the parent shall decide the optional subject for the child.

4.3.6 Home work and Constructive Study Guide

4.3.6.1 The level managers shall provide the constructive study guide to the students – refer to **appendix 4 for *constructive study guide***. This constructive study guide needs to be discussed with the students on daily basis.

4.3.7 Projects and Practicals

4.3.7.1 All projects shall meet the standard criteria set as the subject project guideline

4.3.7.2 Meet progressive criteria as per teachers' guidance

4.3.7.3 Students who fail to meet the project criteria and due dates as per progressive record will be counselled and disciplined following the BMP guideline.

4.3.8 Examination Register

4.3.8.1 The examination register shall be filled by the respective level manager after Mid – Year/Term 2 End Examination, and Annual Examination.

4.3.8.2 The following shall be completed by the level managers on the register;

- i. Examination date
- ii. Examination Title: 1st – Mid Year Examination/Term 2 End Examination, 2nd – Annual Examination
- iii. Level Managers Name
- iv. Level/Class
- v. 1st new page of the register to be used for entering the 1st examination (mid- year / term two end while the 2nd page will be used for recording the 2nd examination (annual).
- vi. Level manager is required to sign the register, before submitting to the examination register to the vice-principal.

4.3.9 Report Cards

4.3.9.1 The level manager shall fill the report card after all internal examination [Term one End, Mid - Year/Term 2 End Examination and Annual Examination].

4.3.9.2 Level managers to see that the student profile in the report booklet is filled. Student passport size photo shall be pasted in the student profile in the booklet.

4.3.9.3 Blue/Black ink shall be use for filling marks gained while red ink shall be use for filling the Position in the report card.

4.3.9.4 All report booklet needs to be returned for safe storage in the VP's office after PTI, or

upon completion of the filling of the report booklets.

4.3.10 Paper Moderation

- 4.3.10.1 All internal examination paper shall undergo school-based moderation process.
- 4.3.10.2 The school vice-principal shall prepare the moderation time schedule for the teachers.
- 4.3.10.3 The moderation team shall consist of the HOD (for particular subject moderated),
and at least three other teachers from any subject discipline.

4.4 Standard Operating Procedure for teachers conducting classes

- 4.4.1 Teachers need to thoroughly prepare for the class prior to conducting lesson delivery.
- 4.4.2 Teachers shall carry workbook/ plan to the class room at times. This need to be available for sighting by the teacher conducting the lesson observation. The workbook is an important tool and shall be referred to by the teacher in the class for effective planned lesson delivery.
- 4.4.3 Teachers shall be prompt to the class at all times.
- 4.4.4 Teachers schedule for class should not leave the students unattended at any point in time.
- 4.4.5 Teachers shall not sit on the teachers table, students' desk at any time either during supervision or while conducting classes.
- 4.4.6 Sitting and teaching in the class is not allowed at all.
- 4.4.7 Teachers shall use varying teaching approach for effective lesson delivery
- 4.4.8 Use of mobile phones by the teacher for personal conversation during the duration of scheduled teaching time in the class is not allowed.
- 4.4.9 Teachers are not allowed to send students outside for collecting any material for the teacher either from the staff room or the admin-office.
- 4.4.10 Teachers shall use ICT tool [internet, laptops, etc.] for effective lesson delivery in the class.

The following are the role description of the HOS, VP, AP, HODS, AT'S assistant teachers and heads of the department as required by ministry of education:

4.4.11 ROLE DESCRIPTION: ASSISTANT TEACHER (SECONDARY)

- 4.4.11.1 Under supervision of the Principal and Fully Qualified Teachers, planning and implementing teaching and learning programmes and strategies for relevant subject discipline(s) in accordance with the specifications of the Fijian curriculum and related documents.
- 4.4.11.2 Assessing, evaluating and reporting student progress in key learning areas using approaches agreed with the HOS and consistent with the Fijian curriculum.
- 4.4.11.3 Implementing effective classroom management consistent with the school's values and behaviour policy and directions of the HOS and/or Fully Qualified Teachers.
- 4.4.11.4 Contributing to school programmes and activities in academic, social, sporting and student welfare areas.
- 4.4.11.5 Provide mentoring and coaching to Classroom Assistants in relation to planning and delivery of teaching and learning programmes and classroom management strategies.

- 4.4.11.6. Establishing and maintaining effective relationships with students, staff, parents and the wider community.

4.4.12 ROLE DESCRIPTION: HEAD OF DEPARTMENT (HOD)

- 4.4.12.1 Providing, in collaboration with the Principal, Vice- Principal and members of the administrative team, educational leadership within the school.
- 4.4.12.2 Providing professional advice, information and support, as a curriculum leader, to all teachers within the Department on relevant specialist curriculum areas.
- 4.4.12.3 Coaching and mentoring teaching staff, building their professional capacity and ensuring consistent and appropriate teaching and learning practices are established and maintained.
- 4.4.12.4 Observing, monitoring and reporting on teachers' lesson delivery for the purpose of improving learning and teaching programme outcomes.
- 4.4.12.5 Supervising the teaching of relevant subjects ensuring appropriate levels are taught to the different year groups.
- 4.4.12.6 Leading and managing the development of the Department's internal assessment and reporting in the designated subject area.
- 4.4.12.7 Planning and delivering a teaching and learning programme, modelling best educational practice to a maximum of 18 one-hour classes per week

4.4.13 ROLE DESCRIPTION: ASSISTANT PRINCIPAL (AP)

- 4.13.1` Assisting the Vice Principal and Principal in leading, guiding, monitoring, delivering and reporting on the implementation of the Fiji National Curriculum Framework and other organised school- based programmes for improvement in student performance.
- 4.13.2 Ensuring Ministry wide school-based policies are implemented and establishing and maintaining any school specific policies.
- 4.13 3. Scheduling, supervising and monitoring academic staff timetables and rosters.
- 4.13.4 Liaising with parents and other school staff on issues relating to student welfare and discipline.
- 4.13.5 Planning and managing the school's extra-curricular activities.
- 4.13.6. Assisting the Vice Principal and Principal in managing the school's financial, physical and human resources through sound management practices and organisational systems.
- 4.13.7. Contributing to corporate requirements of the Ministry including planning, budgeting, discipline and staff selection activities where required.
- 4.13.8. Planning and delivering a teaching and learning programme, modelling best educational

practice for a subject major for a maximum of 15 one-hour classes per week.

- 4.13. 9. Boarding schools only – overseeing the welfare and discipline of students in the boarding school.

4.14 ROLE DESCRIPTION: VICE-PRINCIPAL (VP)

- 4.14. 1. Assisting the Principal in guiding, monitoring, delivering and reporting on the implementation of the Fiji National Curriculum Framework and other organised school based programmes for improvement in student performance.
- 4.14. 2. Coaching and mentoring teaching staff, building their professional capacity and ensuring consistent and appropriate teaching and learning practices are established and maintained.
- 4.14.3. Observing, monitoring and reporting on Heads of Departments lesson delivery for the purpose of improving learning and teaching programme outcomes.
- 4.14. 4. Supporting the Principal in establishing and sustaining effective, constructive and respectful relationships within the school, with parents and the wider community.
- 4.14. 5. Assisting the Principal with the management of the school's financial, physical and human resources through sound management practices and organisational systems.
- 4.14.6. Actively contribute to corporate requirements of the Ministry including planning, budgeting, discipline and staff selection activities where required.
- 4.14. 7. Planning and implementing teaching and learning programmes for a subject major for a maximum of 10 one-hour classes per week.

4.15 ROLE DESCRIPTION: HEAD OF SCHOOL [HOS]

- 4.15.1 Leading, guiding, monitoring, delivering and reporting on the implementation of the Fiji National Curriculum Framework and other organised school-based programmes in a secondary school for improvement in student performance.
- 4.15.2. Providing professional guidance for all staff and stakeholders to ensure that consistent and appropriate teaching and learning practices are maintained.
- 4.15.3. Monitoring, assessing and reporting on student learning for the purpose to improve learning and teaching programme outcomes.
- 4.15.4. Monitoring teachers' performance and providing developmental feedback for teachers.
- 4.15. 5. Planning and implementing teaching and learning programmes for a subject major for a maximum of 10 periods a week.
- 4.15.6. Establishing and sustaining effective, constructive and respectful relationships within the school, with parents and the wider community.
- 4.15. 7. Optimising the school's financial, physical and human resources through sound management practices and organisational systems to achieve the MEHA's vision, goals and objectives of student-centred learning.

- 4.15.8. Actively contribute to corporate requirements of the Ministry including planning, budgeting, discipline and staff selection activities when required.

4.3 Standard Operating Procedure on School Behavioural Management

- 4.5.1 The purpose of this policy is to institute a framework to guide Dreketi Central College, the students of Dreketi Central College, the management of Dreketi Central College and the stake holders to manage student's Offences and indiscipline.

- 4.5.2 The policy establishes clear expectations for appropriate student behavior and consequences if breach of the school code of ethics occurs.

- 4.5.3 The school's behavior management policy ensures that the discipline procedures are aligned to the Ministry of Education behavior management policy; in that the school system will allow students to feel free, safe and happy in a learning environment and in the process to become better members of society.

Refer to **appendix 5: Behavioral Management Policy attached** for dealing with the disciplinary cases in school.

4.4 Standard Operating Procedure – Roles and Responsibilities of Level Manager and Level Coordinators/School Admin Officer

4.6.1 Level Managers

- 4.6.1.1 Be the overall in-charge of the assigned class.
- 4.6.1.2 Attend to the class during form time and advise students on weekly diary program.
- 4.6.1.3 Regularly remind students on school vision, mission, values, principles, code of behaviour, and academic targets.
- 4.6.1.4 Regularly monitor student's daily attendance, punctuality, dress code. Any irregularity shall be reported to the assistant principal.
- 4.6.1.5 Ensure class room cleanliness inside and the immediate surrounding with neat flower beds.
- 4.6.1.6 Ensure the classroom is conducive to learning daily.
- 4.6.1.7 The level manager shall know the students well according to bio-data and assist school admin in presenting the information about the particular child.
- 4.6.1.8 Assist in enrolling students in to the particular form/level.
- 4.6.1.10 Prepare/fill report books after completion of internal examination.
- 4.6.1.11 Fill class log book and submit to the Assistant Principal.
- 4.6.1.12 Discuss student's achievement with parents during PTI.
- 4.6.1.13 The LM shall be ready to present information about a student when required.
- 4.6.1.14 Prepare master marksheet for each class within the allocated level correctly after each internal examination. A copy of master marksheet shall be given to the level managers and school VP as per the due date on the school term planner.

4.6.2 Level Coordinator

- 4.6.2.1 Level coordinators shall set up the examination room one day prior to the beginning of the examination.
- 4.6.2.2 Prepare detailed level analysis/comparative analysis [statistical and Graphical] and prepare performance tracker for each students in the level, submit a copy to the respective level managers VP as per the due date in the planner.
- 4.6.2.3 Level coordinators shall organize and conduct level meeting with the students and the level managers at least twice per term.
- 4.6.2.4 Coordinate the external/standard examination in consultation with the school VP.
- 4.6.2.5 Checking and amending candidates' enrolment report [CER] – Yr.12/13 Level Coordinator's.
- 4.6.2.6 Access FEMIS to check on student's registration, subject listing, and see that the student's details are correctly entered. The school admin needs to be advised by the LMs for any amendments.
- 4.6.2.7 Assume the LM's role on the days if a level manager for assigned level is absent or otherwise as instructed by AP.
- 4.6.2.8 Assist assigned level managers during PTI in discussing examination report with the parents.
- 4.6.2.9 Ensure classrooms at designated level are conducive for learning.
- 4.6.2.10 Coordinators shall keep a track record of the level in terms of academic and conduct for students in consultation with each LM's.

4.6.3 School Admin Officer:

- 4.6.3.1 Perform administrative and personal secretary role to the HOS.
- 4.6.3.2 Assist the vice-principal and assistant principal on admin matters.
- 4.6.3.3 Administer and carry out photocopying, lamination and binding.
- 4.6.3.4 Receive visitors and attend to visitors' request
- 4.6.3.5 Manage and service the requisition of teaching and learning resources from staff.
- 4.6.3.6 Data entry in to FEMIS and update FEMIS.
- 4.6.3.7 Issue RSL coupons during recess.
- 4.6.3.8 Carries out financial documentation, receipts and filing for the school with organization of wages payment for other support staff.
- 4.6.3.9 Issues special passes for students -welfare issues upon referrals from designated Officers [Matron, LMs, Parents, and others authorized by the admin staff.

4.6.3.10 The admin officer shall be responsible for issuing and return of all items within the Office- files, documents, equipment's etc.

4.6.3.11 The officer shall be responsible for receiving and administrating phone call usage.

4.6.4 Librarian

4.6.4.1 Will be professionally guided by the HOD language. Manages the library books, DVD catalogues and its resources –Books, Lap tops,

4.6.4.2 Draws Library Rules and Timetable with assistance of the HOD Language.

4.6.4.3 Issues Bus fare coupons during Recess at the Library Foyer.

4.6.4.4 Carry's out issues and returns student library books.

4.6.3.9 Reports to HOD languages regarding library but reports directly to the HOS.

4.6.5 TEACHER ON DUTY [TOD]-WEEKLY

4.6.5.1 To be at school at 6:45am ensuring arriving students get in to classrooms and start engaging in preparation for learning. TOD who is assigned for the week to look after the boarding and supervising students shall only depart the school when all the students have cleared the school premises.

4.6.5.2 Checking on students boarding and disembarking at designated point –in front of the office.

4.6.5.3 Shop supervision. Morning 7:30 – 8:30am. Afternoon 3:30-4:30pm.

4.6.5.4 Ensuring that all areas of special duty to be attended properly and timely [reminder ablution block is to be cleaned in the afternoon also]

4.6.5.5 Appropriate delegation of Prefects in to supervision areas and monitored

4.6.5.6 The successful co-ordination of the weekly program as per weekly diary and provide logistical support for the daily school routine.

4.6.5.9 Communicating with Assistant Principal on program and student welfare issues daily and also highlighting to VP academic issues daily.

4.6.5.10 Be vigilant on student's behaviour.

4.6.5.11 Reporting emerging emergency situations to the admin staff.

4.6.5.12 Presenting weekly written reports and handing over to next TOD.

4.6.5.13 General cleanliness of school compound.

4.6.5.14 Be ready to activate initiatives and improvise, reacting to sudden changes in the weekly program, unforeseen circumstances or disasters but must advise admin officers.

4.6.5.15 The TODS shall be activated by the schools Assistant Principal when staff is reporting to school without students. The TODS shall be required to carry out the duties as per the roster.

4.6.6 HOSTEL TEACHERS

4.6.6.1 Waking up students at 5:30am

4.6.6.2 Supervision on Student's morning duties as prescribed by Assistant Principal from 6am-6:30am [Normally setting up classrooms for learning & cleaning of

ablution blocks]

- 4.6.6.3 Ensuring the cleanliness of the dormitory inside and outside.
- 4.6.6.4 Co-ordination of student afternoon duties/activities as detailed in hostel weekly program.
- 4.6.6.5 Delegation of Hostel Prefects duties and monitoring.
- 4.6.6.7 Managing Hostel student's welfare according to daily routines and ensuring orderliness in attendance of meals/school program.
- 4.6.6.8 Preparation of a conducive environment for Home Work and Evening Prep and provide diligent Supervision.
- 4.6.6.9 Organisation of hostel Meetings/Counselling.
- 4.6.6.10 Vigilance on students' behaviour
- 4.6.6.11 Reporting emergency issues immediately to Admin
- 4.6.6.12 Liaise with cook on food ration and food stock than report to Assistant Principal.
- 4.6.6.13 Returning students to the Hostel at 9:10pm and ensuring lights off at 9:30pm and ensure hostel is secured.
- 4.6.6.14 Submit weekly report to the office.
- 4.6.6.15 Be ready to improvise and activate initiatives as program changes due to unforeseen circumstances or disasters but must advise admin officers.

4.6.7 SPECIAL COMMITTEES

[Refer to the yearly special sub- committee list prepared by AP]

4.6.7.1 **ACADEMIC COMMITTEE**

- Shall be responsible for overall academic affairs of the school.
- Carry out assigned responsibilities in relation to academic welfare of the students- teaching and learning.
- Work in line with the MEHA guideline in consultation with HOS

4.6.7.2 **DISCIPLINE COMMITTEE**

- Shall be responsible for the student's discipline [conduct] issues.
- Carry out regular meeting and discuss the strategies to mitigate any conduct issues in the school in line with MEHA and school BMP.

4.6.7.3 **PRIZE GIVING/AWARDS COMMITTEE**

- shall be responsible for organizing and facilitating termly/ yearly awards.
- Preparation of the budget for the awards.
- Chairperson shall conduct regular meeting and prepare responsibility list for staff to actively participate in the organized program.
- Chairperson shall liaise with HOS and VP on regular basis for smooth running of the awards program.

4.6.7.4 **SPORTS COMMITTEE**

- Shall be responsible for organising school- based/ MEHA sanctioned competition.
- Work with teacher -in -charge PEMAC in looking at the registration, students' welfare of the respective sports.
- Ensure that all safety precaution is taken in regard to students taking part in any sports.
- Ensure that consent forms are issued to the students

4.6.7.5 SOCIAL COMMITTEE

- Shall be responsible for looking after the social wellbeing of the staff members including planning weekly tea, termly, and yearly social.
- Collect and keep a financial record of levy collected from the staff. The financial report of the collection shall be presented to the staff during staff briefing termly.
- Shall be responsible for the budget preparation for the social and liaising with AP and HOS for approval.

4.6.7.6 OHS and DISASTER RISK REDUCTION COMMITTEE

- Shall look after the OHS aspect in the school so that the school and the surrounding is safe for all stake holders.
- Shall be actively involved **prior, during and after** a major disaster to mitigate any risk involved with references to our Disaster Management Plan.

4.6.7.7 MATRON AND FIRST AID.

- Ensure that the welfare of boys and girls are looked after including dressing, any sickness.
- Facilitate in transporting the child to health centre in times of need.
- Provision of first aid to any child involved in any accident in school.
- Liaising with the respective LMs and compiling report for the child who was seek and or was involved in the accident, and submit report to the AP/HOS.

4.6.7.8 STUDENT COUNCIL

- Shall be responsible for school prefects including head prefects and deputies.
- Conduct regular meeting with the student council.
- Facilitate in selection of school head prefect/deputy and senior prefects.
- Set a criterion for selection of prefects in consultation with AP/HOS

4.6.7.9 INFORMATION BOOTHS

- Set up information booth displaying all the required information pertaining students career opportunities.
- See that all required careers materials displayed on the desk is returned to the office on the daily basis.

4.6.7.10 SCHOOL NOTICE BOARD ORGANIZATION

- Shall check and see on the daily basis the school notice board is organized and required information is on the notice board.

4.6.7.11 MOODLE TEAM

- Shall be responsible for facilitating and setting up of Moodle OER for the students and teachers.
- Assist teachers in moodle upload of notes, worksheets.

4.6.7.12 HOSTEL MANAGER

- Shall oversee the hostel operations and report any concerns raised from the hostel TODS to the Assistant Principal.

4.6.7.13 SCHOOL CANTEEN

- Shall be responsible for daily operation of school canteen or as instructed by HOS.
- Shall keep a record of daily sales record and deposit the sales to the admin officer on a daily basis.
- Shall liaise with the HOS and the school admin officer for procurement of canteen items.

4.6.7.14 SOUND SYSTEM

- Shall be responsible for school sound system -setting, operating and safe returning for storage at the designated area.

4.6.7.15 HAND WASHING AND SANITISATION COMMITTEE

- Shall be overall in charge of the wash facilities in the school.
- Liaise with the AP on the availability of wash items.

4.6.7.16 MAGAZINE COMMITTEE

- Shall be responsible for overall affairs pertaining to developing and publication of school magazine in consultation with the school administration team.

4.6.7 LEVEL MANAGERS

- 4.6.8.1 Attend to form time in the morning and must advise students on weekly diary program and reminders. Check your classrooms in the afternoon
- 4.6.8.2 Must regularly remind students about student on school Vision, Mission, values, principles, CODES OF BEHAVIOUR and academic targets.
- 4.6.8.3 Regularly monitors students' daily attendance, punctuality, dress codes and reports irregularity to the Assistant Principal.
- 4.6.8.4 Ensure classroom cleanliness inside and the immediate surrounding with neat flower beds.
- 4.6.8.5 Ensure that classroom are conducive to learning daily.
- 4.6.8.6 Know your student well according to bio-data and assist School Admin officer in presenting information about your student.
- 4.6.8.7 Assist in enrolling students in to your form.
- 4.6.8.8 Access FEMIS to check on students' registration, subject listing and students' details are correctly entered. [Please advise school admin for corrections]
- 4.6.8.9 Collects examination /test marks and presents report, analysis and completes exam register. Discusses students' achievement with Parents.
- 4.6.8.10 Must be ready to present information about a student when requested.

4.6.9 HOSTEL COOK

- 4.6.9.1 Prepares meals for Hostel Students
- 4.6.9.2 Manages the Dining hall
- 4.6.9.3 Ensures that Dining hall is in order and cleaned through Roster provided by Hostel Manager [Assistant Principal]
- 4.6.9.4 Check food stock, menus and reports to TOD.
- 4.6.9.5 Reports to the Assistant Principal requirement such firewood and other maintenance need at the Dining hall

4.7 Standard Operating procedure for School and Siren Timetable**4.7.1 School Time Table**

- 4.7.1.1 The teachers and staff members shall adhere and follow the school time table prepared.
A copy of time table shall be in the class room notice board for the students and a copy to be with the teachers.
- 4.7.1.2 The Vice-Principal shall present the time table -as trial for first week upon completion.
This shall be used for checking any clashes. The final timetable shall be issued to the staff

and a copy for each classroom after two weeks of trial version.

4.7.1.3 Manual block time table shall be used till the school time table is prepared.

4.7.2 Siren Time Table

4.7.2.1 The teachers shall refer to **appendix 6** for siren time table.

4.7.2.2 All staff members shall have a copy of siren time- table.

4.7.2.3 The siren time table shall be available on the class room notice board for the students.

4.8 Standard Operating Procedure for Daily Attendance Register/ LOG Book/ Attendance Register

4.8.1 Daily Attendance Register

4.8.1.1 Daily Attendance Register shall be filled on the daily basis morning and afternoon by the respective level managers in a correct format including daily total.

4.8.1.2 DAR shall be submitted to the Assistant Principal on the last day of the week before 2.30pm.

4.8.2 LOG Book

4.8.2.1 LOG book shall be used by the LMs for logging all the announcement and reminders in the class on the daily basis. The LOG book shall be submitted to the Assistant Principal on the last day of the week by 2.30pm.

4.8.3 Teacher Attendance File /Level Files

4.8.3.1 Subject teacher attendance shall be filled and signed by every subject teacher in the class from Year 9- 13. This shall be checked by the LMs on the daily basis. The completed teachers' attendance register shall be submitted to the VP on the last day of the week by 2.30pm.

4.8.4 Issue and return of duty/ school item

4.8.4.1 All duty items shall be issued to the TODS of the week. The issuance of the items shall be done by the admin officer upon filling the item dispatch form. Duty items shall not be issued directly to any students including the book room key.

4.8.4.2 All duty items shall be returned to the admin officer within the time frame or otherwise as determined by the admin officer/AP.

4.8.4.3 Issuance of any school item shall be done in line with the guideline set -**refer to appendix 7**.

4.8.5 Classes conducted in the school main Hall

4.8.5.1 Classes shall only be conducted in the main hall if all the classrooms are occupied during that hour. If any of the classrooms are empty, the split class teachers shall use that class room for conducting split classes instead of conducting class in the hall.

4.8.5.2 Teachers conducting classes in the hall shall be wary of other classes being conducted at the same time in the hall or in near-by class rooms.

4.8.5.3 Teacher conducting classes in the hall shall be responsible for setting up the furniture's [desk in chairs] in the hall in the orderly arranged manner after each class. Teacher shall also ensure that the hall is maintained clean at all times.

4.9 Standard Operating Procedure for natural disaster [cyclone] Contingency Plan

4.9 .1 Refer to appendix 10 – for detailed cyclone contingency plan.

CORE KPI PERFORMANCE ASESMENT STANDARD OPERATION PROCEDURES

CORE KPI 1 Code of Conduct -All actions, decisions and attitudes reflect the Code of Conduct and the values of the Civil Service

1.1 Conduct – complies with all requirements of the Code of Conduct and Civil Service Values

CIVIL SERVICE CODE OF CONDUCT

- 1.1.1 An employee must behave honestly and with integrity in the course of employment in the public service.
- 1.1.2. An employee must act with care and diligence in the course of employment in the public service.
- 1.1.3. An employee, when acting in the course of employment in the public service, must treat everyone with respect and courtesy, and without coercion or harassment of any kind.
- 1.1.4. An employee, when acting in the course of employment in the public service, must comply with all applicable Acts and subordinate legislation.
- 1.1.5. An employee must comply with all lawful and reasonable directions given by persons in authority in the employee's Ministry, department or parliamentary body.
- 1.1.6. An employee must maintain appropriate confidentiality about dealings that the employee has with any Minister or any member of a Minister.
- 1.1.7. An employee must disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with employment in the public service.
- 1.1.8. An employee must use Government resource and assets in a proper way.
- 1.1.9. A person must not, in the course of or in connection with employment in the public service, provide false or misleading information in response to a request for information that is made for official purposes.
- 1.1.10. An employee must not make improper use of official information or of the employee's duties, status, power or authority in order to gain a benefit or advantage for the employee or for anyone else.
- 1.1.11. An employee must not, except in the course of his or her duties as an employee, or with the express authority of the chief executive of his or her Ministry, department or parliamentary body, give or disclose, directly or indirectly, any information about public business or anything of which the employee has official knowledge.
- 1.1.12. An employee must at all times behave in a way that upholds the Public Service Values and the integrity and good reputation of the public service.
- 1.1.13. An employee on duty overseas must at all times behave in a way that upholds the good reputation of the State.
- 1.1.14. An employee must comply with any other conduct requirement prescribed by regulations, specified in directions or required of the employee by his or her chief executive.
- 1.1.15. In this section employee includes a wage earner.

1.2 Policy – actively promotes and adheres to all policy directives

- 1.2.1 Presents evidence of adherence to all MEHA POLICIES
- 1.2.2 Conducts honestly within the policy of the school and MEHA policies
- 1.2.3 Conducts work within the jurisdictions of the policy directive both internal and MEHA policies

1.3 Discipline – Does not have any discipline findings confirmed during the assessment period

- 1.3.1 Discipline report submitted to MEHA
- 1.3.2 Report done internally, officer is made aware of it
- 1.3.3 Report submitted to MEHA pending investigation from MOE
- 1.3.4 Breaches of school Constitutions.

1.4 Attendance – complies with work unit's working hours arrangements, completes full working hours each week

- 1.4.1 Be punctual to classes at all times.
- 1.4.2 Teachers to sign in and sign out the roll book honestly after conducting lessons
- 1.4.3 Daily attendance to school on time –Signing in before 8am and signing out 3:30 out for teachers not on duty.
- 1.4.4 Duty teachers signing in before 7:30am and signing out after all students have board their RSL & School blocks are in a state of preparedness for the next day or handing over to hostel duty teachers.
- 1.4.5 Admin Team [AP.VP. P] Signs out 4pm. All are on duty and to attend to duty as need arises.
- 1.4.6 Hotel duty teachers' signs in 6:00 am and Signs out 10pm.

2 **Leave.**

- 2.1 Planned leave, teachers **must** advice the principal through communication book, Viber, or email 24 hours before the leave is taken.
- 2.2 Emergency leave request is acceptable citing nature of the reasons but must be within your leave eligibility- advice to be sent to office before 7am.
- 2.3 NO HALF DAY LEAVE. All leave is full day.
- 2.4 No Short leave allowed.
- 2.5 Late after lunch or recess by taking time to attend to personal errands at home or outside school will be recorded as LATE.
- 2.6 Submission of leave correctly and on time on FEMIS
- 2.7 Submit the necessary and relevant class activities according to the planned lesson activity as stated on the workbook or work plans before taking the leave.
- 2.8 Leave is not abused or misused for personal gain or indulging in activities contradictory to Civil Service Code of Conduct.
- 2.9 Excessive Unnecessary Leave- Intentionally taking leave to avoid special responsibility for school organized programme approved OR sanctioned by MEHA.
- 2.10 Must **not** leave the classes unattended for personal errands.

CORE KPI 2: Key Capabilities -Demonstrates the core capabilities of interpersonal skills, quality of work and team work as required for the role

2.1 **Interpersonal skills** - Builds good relationships with customers, supervisors and colleagues

- 2.1.1. Has and show professional curtesy, respects to his/her superiors and colleagues.
- 2.1.2. Shows respect for colleagues personal, religious, social and cultural choices and rights
- 2.1.3. Present himself or herself in an appropriate manner [dress code, language, tone of voice and choice of language [written or oral] to colleagues, students, parents, visitors and school admin.

2.1.4. Must approach students with respect, dignity and cautions to avoid abuse. The same is to be for our visitors and parents.

2.1.5. Confidential discipline, social, medical, academic or information's or issues about a student [s] must not be disclosed without appropriate consultation with MEHA OR HOS.

2.1.6. Refrains from gossiping or slandering about other colleagues, superiors, parents and students.

2.2 Quality of Work - Completes quality work and complies with agreed timeframes, standards and procedures

2.2.1. Submits examinations papers, worksheet and assignments or any students learning activity required on time without error.

2.2.2. Submits work plans, revision plans, improvements plans or any important documents sanctioned by MEHA or Admin Team [agreed/minuted in our briefing or meeting] on time without error.

2.2.3. Completes and submit required work within the deadline and meets the SOP stipulated for KPI

2.2.4. Completes and conducts delegated activities on time within the SOP and meeting the desired outcome with exceptional standards. [This covers TOD [both hostel/daily] or delegated activities during our special school programmes]

2.3 Team Work - Works cooperatively with and fulfils commitments to team. Exchanges ideas and contributes knowledge to complement those of other team members

2.3.1. Cooperates with the whole staff team on agreed school curricular or extra-curricular activity for the students

2.3.2. Cooperates with the whole staff team or special committee on agreed school curricular or extra-curricular activity for the students, parents or the community

2.3.3. Contributes to school special committee's designated responsibility

2.3.4. Attends to and contribute actively to staff bonding activities

CORE KPI 3: Leadership Capabilities - Provides effective leadership of staff to deliver Ministry plans and actively contributes to corporate goals and follows financial and human resource management guidelines, regulations, principles, and standards.

[Applies only to employees with responsibility for supervising/managing other staff- HOD/AP/VP/P]

3.1 Work Plan and Budget – set clear goals and budget for the work unit, prepared annual work unit plan and monitors work outputs and budget

3.1.1. An improvement plan to be presented

3.1.2. School/Department planner with School/ Department Budgets

3.1.3. School Annual Work/ Department Work plan aligned to the school plans

3.1.4. Management of Department/ School Inventory

3.1.5. Submission of Financial report Termly and Annually

3.2 Build staff capacity - identify gaps in performance, provide encouragement, coaching and mentoring for staff as required

- 3.2.1. Staff PD to meet 20hour of Professional development – School admin
- 3.2.2 HOD to conduct regular PD to staff at least twice every term
- 3.2.3. Regular staff performance discussion scheduled on the planners for HOD and School Heads.
- 3.2.4. Counselling and mentoring of staff records
- 3.2.5. HOD to have staff performance log book to identify performance gaps

3.3 Manages performance - Ensures all team members have a current role description, a work plan and provides regular performance feedback to guide and improve performance.

- 3.3.1. Collate, peruse, sight and Files all staff IWP and Performance Assessment forms
- 3.3.2. Conducts performance assessments with schedules presented to subordinates
- 3.3.3. Must have a staff performance log book
- 3.3.4. Ensures that all staff knows their KPI and role descriptions
- 3.3.5. Present performance improvement plan for staff that need improvement in performance
- 3.3.6. Keeps updated records of performance improvement feedback

3.4 Corporate Contribution – Participated as member of recruitment and investigation panels as required, actively supported the corporate requirements of the Ministry and the Civil Service

- 3.4.1. Member of investigations panel
- 3.4.2. Markers for national examinations
- 3.4.3. Trainers for MEHA or civil service activities
- 3.4.4. Has written important literature or articles for MEHA
- 3.4.5. Team member or member of work group for Curriculum review
- 3.4.6. Member of consultation group or panel for civil service or MEHA
- 3.4.7. Initiate and manage learning or educational enterprises within the school
- 3.4.8. Member of recruitment panel for the civil service, MEHA or school

3.5 Other activities - Contributes to effective management of the work unit and the Ministry

- 3.5.1. Secure assistance of resources [physical or financial] for the improvement of teaching and learning
- 3.5.2. Create or initiate projects/activities that promotes learning
- 3.5.3. Create or initiate projects/activities that promotes safety and disaster management.

THE END