



**GOVERNMENT OF SINDH
SCHOOL EDUCATION DEPARTMENT**

Karachi, dated: 9th May, 2017

NOTIFICATION

No.SO (G-III) / SED / SCP / GT(Acd) / 3-696 / 2016: In pursuance of School Clustering Policy Notification No. SO (G-III) / E&L / School Clustering Policy / 2016, dated 14th June 2016, the following checklist for Guide Teachers (Academic) is hereby notified for effective monitoring and implementation of School Clustering Governance Framework:

Functional areas	Tick the check box if action is completed	List of documents attached (with annexures duly numbered)	Comments (if any)
A. Dissemination to clustered schools and communication			
Has a calendar of events been prepared, including for classroom support, mentoring, visits, etc and shared with the clustered schools, after the approval of the CHS Head?	<input type="checkbox"/>		
Have the roles and responsibilities of teachers for mentoring and other support activities, for the clustered schools been communicated to the CHS teachers and to the clustered schools?	<input type="checkbox"/>		
Are / Have manuals on multi-grade teaching, being / been appropriately stored and disseminated to the clustered schools?	<input type="checkbox"/>		
B. Planning			
Have / Are academic targets been / being set (for the assigned subjects) in consultation with the teachers of CHS and the clustered schools as well as the CHS Head and keeping in view the taluka or district targets set in the District Education Sector Plan?	<input type="checkbox"/>		
Has the annual activity plan been developed for CHS and clustered schools, under the guidance of the CHS Head and overall directions of the District Cluster Commissions?	<input type="checkbox"/>		
C. Teachers Mentoring and Classroom Support			
Is mentoring support being provided to teachers for improving classroom teaching (in the assigned subject)?	<input type="checkbox"/>		
Is the mentoring support being expanded to classroom teaching behaviours & practices?	<input type="checkbox"/>		
Is the mentoring support being provided to teachers in schools and classrooms and during TLCs?	<input type="checkbox"/>		
Is the mentoring support being extended beyond the classroom, while interacting with parents and community members, students' motivation?	<input type="checkbox"/>		
Is the mentoring support being provided during teaching observations?	<input type="checkbox"/>		

21
18/5/2017
Section Officer (G-III)
School Education Department
Government of Sindh



Are individual and group sessions been held outside the classroom issues?	<input type="checkbox"/>		
Have teachers' needs been fulfilled and issues and challenges been addressed?	<input type="checkbox"/>		
Is the necessary guidance and counselling being provided to the students, beyond schooling for further education?	<input type="checkbox"/>		
Are good relationships and trust being developed / maintained with teachers?	<input type="checkbox"/>		
D. Professional Development			
Has the CHS Head been assisted in developing the annual CPD plan for all cluster teachers (on equal opportunity basis) and in consultation with the clustered schools?	<input type="checkbox"/>		
Is the Teachers' Learning Circle (TLC) being facilitated? Decisions recorded?	<input type="checkbox"/>		
Have the teachers been guided on best utilization of TLCs?	<input type="checkbox"/>		
Is the learning from TLC, being taken back to the classroom for further guidance of teacher's teaching?	<input type="checkbox"/>		
Have the mentoring responsibilities been divided with regard to different subjects' areas?	<input type="checkbox"/>		
Are all teachers CPD activities with cluster teachers being coordinated with CHS Head?	<input type="checkbox"/>		
Has occasional involvement in few CPD activities been carried out?	<input type="checkbox"/>		
Is / has regular up-dates on the progress being / been shared with CHS Head?	<input type="checkbox"/>		
Is the support on material development, peer networking and face-to-face workshops being provided by the CHS Head?	<input type="checkbox"/>		

SECRETARY TO GOVT. OF SINDH-

No.SO (G-III) / SED / SCP / GT(Acd) / 3-696 / 2016: Karachi, dated: 9th, May 2017

A Copy is forwarded for information & necessary action to:

1. Chief Program Manager, Reform Support Unit, School Education Department.
2. P.S to Secretary, School Education Department, Government of Sindh.
3. Director School Education (Elementary, Secondary & Higher Secondary). All
4. Director School Education (Primary). All
5. District Education Officer- (Elementary, Secondary & Higher Secondary). All
6. District Education Officer- (Primary). All
7. Taluka Education Officer (Elementary, Secondary & Higher Secondary). All
8. Taluka Education Officer (Primary). All
9. Head Master, Cluster Hub Schools, All
10. Guide Teachers (Academic) / Guide Teachers (Admin)
11. Official Website.

(MOHAMMAD QASIM ABBASI)

SECTION OFFICER (G-III)

Section Officer (G-III)

School Education Department

Government of Sindh

