



Teaching Profession

Publications

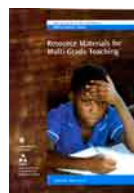
Resource Materials for Multi-Grade Teaching

Edited by QUIST, Dawn

Meeting the goals of providing quality universal primary education remains a major challenge to many countries. Multi-grade teaching is one way in which governments with limited resources can provide all children with a good quality education. This publication on Multi-grade teaching serves as a guide for teachers and teacher trainers and was designed as part of a wider partnership to assist countries to achieve quality universal primary education. It includes 7 modules which cover the following subjects: 1. An Introduction to Multi-grade Teaching; 2. Effective Teaching and Learning in Multi-grade Classrooms; 3. Classroom Management and Organisation; 4. Approaches to Teaching in Multi-grade Classes; 5. Instructional Resources and Resource Management; 6. Assessment and Evaluation; 7. Planning a Programme of Instruction for Multi-grade classes.

ADEA Working Group on the Teaching Profession, Commonwealth Secretariat, 2005. ISBN: 0.85092-790-0
Price: £17.50.

➔ How to order: page 89



Teacher Management and Support in Tanzania: An Annotated Bibliography, 1985-2000

By KIONDO, Elizabeth

This annotated bibliography of Tanzanian sources of information on teachers' education and support was compiled to create a comprehensive database of information resources on the subject. The objective was to capture efforts undertaken in Africa to address the problems and practical efforts that have been made. This is a useful guide for education managers, teachers, and various researchers to information sources such as books, research and evaluation reports, journal and newspaper articles, donor and government reports of materials related to teacher education management and support.

ADEA Working Group on the Teaching Profession, Commonwealth Secretariat, 2002. ISBN: 0.85092-725-0.

➔ How to order: page 89

A Reference Guide for Teacher Managers

By HALLIDAY, Ian G.

This guide highlights procedures and practices aimed at assisting teacher managers. Checklists and references related to teacher management are included. The guide emphasizes the development of good management practices. It can be used to support management training programs for school principals, inspectors/advisors and education officers.

Teachers' World Series. ADEA Working Group on the Teaching Profession, Commonwealth Secretariat, 1999. ISBN: 0-85092-618-1. Price: £5.50.

➔ How to order: page 89

Resource Materials for School Heads

Introductory Module: A User's Guide

Module 1: Self-Development for Educational Managers

Module 2: Principles of Management

Module 3: Personnel Management

Module 4: Managing the Curriculum and Resources

Module 5: Financial Management

Module 6: Monitoring School Effectiveness

Module 7: The Governance of Schools

An eight module set in the Better Schools series, these modules are intended to help school heads in Africa improve their performance. They can be used in any English-speaking education system in Africa. They are suitable for self-study, distance learning, by peer groups and in workshops, and as a basis for coursework in institutions and faculties of education. They introduce school heads to important aspects of managing a school, from the most basic to the most complex tasks, in a very practical way. The modules were produced by seven Ministries of Education (in Botswana, Ghana, Kenya, Namibia, Nigeria, Uganda and Zimbabwe). Four others (Ethiopia, Sierra Leone, Tanzania and Zambia) participated in the review of the modules. They have been tried among school heads and inspectors, teacher trainers and district officials in several countries.

ADEA Working Group on the Teaching Profession, with Ministries of Education (Botswana, Ghana, Kenya, Namibia, Nigeria, Uganda, Zimbabwe), Commonwealth Secretariat, 1993. Reprinted in 2000. ISBN: 0-85092-743-9. NB The eight modules are sold together as a set. Price : £ 40.00.

➔ How to order: page 89

Developing a Professional Teaching Service

By HALLIDAY, Ian G.

This document presents the rationale behind creating a national teaching council, presents guidelines and recommendations in creating and establishing such a body, and provides pertinent questions and answers on the role and function of a professional teaching service. Particular attention is paid to the management and role of professionally qualified teachers, as well as individuals from various backgrounds, who are assimilated in the education system as teachers.

Teachers' World Series. ADEA Working Group on the Teaching Profession, Commonwealth Secretariat, 1999. ISBN: 0-85092-617-3. Price: £5.50.

➔ How to order: page 89

Resource Materials for School Inspectors

Module 1: A Trainers Guide for the Induction of Newly Appointed Inspectors

Module 2: A Self-Study Guide for Newly Appointed Inspectors

Module 3: A Trainer's Guide for Inset of Serving Inspectors

Module 4: A Self-Study Guide for Serving Inspectors

Improving instructional work in schools and raising the performance of both teachers and pupils is the responsibility of all the key actors in the education enterprise, including school inspectors and advisors. The school inspectors training modules cover critical areas identified by school inspectors in Africa, and are useful training tools and self-development resource materials. This programme has been developed to help schools understand and implement a system where school inspectors are

**New
Revised**



carefully recruited and selected, and above all well trained to perform their functions effectively and in accordance with set norms.

ADEA Working Group on the Teaching Profession, Ministries of Education (SADC), Commonwealth Secretariat, 1998. ISBN: 0-85092-615-7 NB The four modules are sold together as a set. Price £19.99.

➔ How to order: page 89

Progress Through Self-Evaluation: The Path to a Better School

By HOGAN, Joe.

This module supplements two others: Self-Development for Educational Managers; and Monitoring School Effectiveness (see below). The module contributes to the development of an approach to school self-evaluation which encourages the school staff to look at what they are doing in a more systematic and critical way. It provides a first step in the application and practice of school self-evaluation. Three sections are included: An approach to self-evaluation; self-evaluation in the primary school; and self-evaluation in the secondary school.

ADEA Working Group on the Teaching Profession, Commonwealth Secretariat, 1998.

➔ How to order: page 89

Setting Staffing Standards for Schools

By HALLIDAY, Ian G.

An effective curricula should not only provide a balanced educational diet. It should also be possible to convert it into an efficient timetable which maximizes the use of available staff. This book shows how teacher demand, and consequently, appropriate staffing levels can be determined for secondary schools of different sizes. A short chapter is also included about staffing in primary schools.

Better Educational Management Series. ADEA Working Group on the Teaching Profession. Commonwealth Secretariat, 1998.

➔ How to order: page 89

Legal Frameworks. A Study of the Legal Framework for Teacher Management in Three African Countries: Sierra Leone, Uganda, Zimbabwe

By BITAMAZIRE, G.; CHINERY-HESSE, J.; DUPIGNY, A.; GWAUNZA, E.; LISK, I. and RUKANDA, M.

This report presents the findings of the study on legal frameworks for teacher management in Sierra Leone, Uganda and Zimbabwe and looks at the extent to which they are needed and applied. The overall objective of the study is to identify ways in which existing legislation, regulations, procedures and practices may be made more relevant to the interests of ministries and teachers.

Teachers' World Series. ADEA Working Group on the Teaching Profession. Commonwealth Secretariat, 1996.

➔ How to order: page 89

Management Structures. A Study of the Function and Performance of Teacher Management Structures in Four African Countries: Botswana, Ghana, Zambia, Zimbabwe

By ANIM, N. and HALLIDAY, Ian G.

This document presents the findings of a study on teacher management structures in selected African countries. It identifies the strengths and weaknesses of existing teacher management structures and makes recommendations for their improvement. It also provides some insight into the viability, usefulness and operation of such structures in an attempt to help future reform work.

Teachers' World Series. ADEA Working Group on the Teaching Profession. Commonwealth Secretariat, 1996.

➔ How to order: page 89

Turning the Tables on Teacher Management

By HALLIDAY, Ian G.

This book is directed at senior administrators and educationalists in Ministries of education and teaching service commissions. It aims to serve as a reference book and training manual, and to stimulate innovative developments in educational management and administration at local level.

Commonwealth Secretariat, 1995.

➔ How to order: page 89





Teacher Morale and Motivation in Sub-Saharan Africa: Making Practical Improvements

By MAKAU, Ben and COOMBE, Carol.

Prepared in view of assisting country working groups involved in the teacher management and support program, this paper sets out a range of issues which impinge on teacher performance in Africa and suggests possible strategies for tackling fundamental difficulties in practical ways.
DAE, Working Group on the Teaching Profession, January 1994.

➔ How to order: page 89

Newsletter

TEMS News

The newsletter, which previously carried the title Teacher Management and Support (TMS) has now been changed to Teacher Education Management and Support (TEMS). This newsletter is now bilingual (English/French) as part of the re-organization of the WGTP to unify the anglophone and francophone sections.

➔ How to order: page 89

Publications available in French only

N.B. Publications exist only in French. The translation of titles, (in brackets) is provided for information purposes only.

Pour une expertise en management des personnels enseignants (Towards Competent Management of Teaching Staff) par SOLAUX, G.; SUCHAUT, B.; DOGOH-BIBI, P.; ZEBANGO, M.; CONDE, A. CRDP, 2001.

➔ How to order: page 89

Les politiques de gestion des personnels enseignants dans les pays d'Afrique subsaharienne francophone (Policies for Teacher Management in Francophone Sub-Saharan Africa) par SOLAUX, Georges, 1997.

➔ How to order: page 89

Gestion et mobilisation des personnels enseignants dans les pays francophones d'Afrique subsaharienne (Management and Mobilization of Teachers in Francophone Sub-Saharan Africa) GTPE, 1995.

➔ How to order: page 89