

School Management Skills Briefing



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Hi everyone!

Well the year is nearly half over. You are most probably all busy getting ready for the June Exams.

This month I focussed on the rights and duties of learners. Many people know their rights but are unaware that with rights comes a responsibility. To instill this in learners from an early age will result in South Africa having responsible adults in a few years time.

If you have any comments please contact me.

Val

The Purpose of Education

- ⇒ To build a just and humane society.
- ⇒ To teach skills and new knowledge.
- ⇒ To allow young people to believe in themselves.
- ⇒ To teach learners how to challenge inhumanity, discrimination and injustice.
- ⇒ To prepare the broader community to uphold the democratic values and principles of the country.

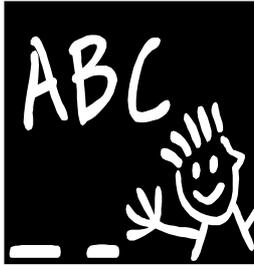
LEARNERS' RIGHTS AND DUTIES

RIGHTS

- ◆ To be educated and to develop mentally and physically.
- ◆ To be guided and taken care of by adults.
- ◆ To be treated equally, with dignity as a human being.
- ◆ To have access to information.
- ◆ To make a meaningful input to society.
- ◆ To a safe environment conducive to learning.
- ◆ To develop at one's own pace.
- ◆ To aim for the highest possible standards.
- ◆ To be treated as an individual.
- ◆ To be taught by qualified educators.
- ◆ To be educated in and permitted to speak the language of their choice.
- ◆ To religious and cultural practice of their choice.

DUTIES

- ◆ To listen, learn and be prepared to be educated.
- ◆ To respect and support adults.
- ◆ To treat others with dignity, respect and be vigilant in protecting other's rights.
- ◆ To allow and assist others to communicate.
- ◆ To learn with and teach others.
- ◆ To work with others in sustaining a safe environment for all.
- ◆ To recognise and respect the different levels of ability and understanding.
- ◆ To strive to access all necessary information and to work diligently.
- ◆ To treat others with respect on the basis of their individuality.
- ◆ To be prepared to be educated, to participate and listen attentively.
- ◆ To develop a willingness to accept the language choices of others.
- ◆ Willingness to accept, promote and protect other religious choices.



New Rules For Employment

Sickness and Related Leave

We will no longer accept a doctor statement as proof of sickness. If you are able to go to the doctor, you are able to come to work.

Surgery

Operations are now banned. As long as you are an employee her, you need all your organs. You should not consider removing anything. We hired you intact. To have to removed constitutes a breach of employment.

Your Own Death

This will be accepted as an excuse. However, we require at least two weeks notice as it is your duty to train your own replacement.

Thank you for your loyalty to our company. We are here to provide a positive employment experience.

The Management

HOW TO GIVE ORDERS

Not everyone can give orders that are clearly understood and carried out to the letter.

If you have been frustrated by this, here are some suggestions that will help:

1. Know exactly what you want.

Before delivering your instruction, be quite clear in your own mind what it is you wish to communicate. This will also demand you have a result in mind.

2. Select the right person for the job.

Know the capabilities of your staff so that the person you select for a particular job is capable of carrying it through to completion.

3. Give instructions clearly.

Give specific instructions slowly enough to allow for comprehension. Don't assume the employee knows as much as you do. Explain exactly what needs to be known to carry out the assignment or you'll burden the listener with unnecessary details, nor leave out essential facts.

4. Check for understanding.

Be sure the employee remembers the essentials. Check for understanding by asking for your instructions to be repeated. If necessary, insist that notes be taken.

To be continued



Becoming a Facilitator in the Classroom

With the introduction of OBE many of the educators are called to be facilitators in their classrooms.

To **facilitate** means to enable learners to discover how much knowledge they already have, generate their own further learning, explore their potential, and consider the options they have open to them.

Facilitation involves creating an environment conducive to learning, experimentation, exploration and growth.

Facilitation is clearly different from lecturing and teaching, and from some intervention procedures used by various professionals in the helping field.

In order to become an effective facilitator, one needs to develop a number of qualities and strategies. Educators could easily incorporate facilitation as a technique. It is essential to remember that in the context of lifeskills workshops, teaching becomes facilitation, and learners become participants.

Next month **Basic Strategies for Facilitators**

Sources of information used in this briefing:

Learners' Rights and Duties –

Democracy Watch

The Purpose of Education –

Democracy Watch

How to Give Orders

Management In A Minute

Dr Neil Flanagan & Jarvis Finger

Becoming a Facilitator in the Classroom

Lifeskills A Resource Book For Facilitators

Edna Booth



Contact Us

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