

Fordbridge International School



Morality, Quality, Discipline & Advancement

Proposal for Improvement

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Agenda

- **Organization Chart**
 - Employees Job Description
 - Leave Form
- **Employment Contract**
 - Term of Service – Probation Period to Fulltime
 - Types of Leave
 - Termination of Contract
- **Comments – “Observation”**
 - Teachers Daily Practice
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 - Teachers & Students Relationships
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Organization Chart

- **Job Description** – a formal documents of an employee's responsibilities.



Head Teacher Job
Description



Teacher Job
Description

- **Organizational structure** – the importance of the structure is to provide guidance and clarity on specific human resources issues, such as **managerial authority**.



Branch 1 School
Structure

- **Leave Permission Procedure** – all employees are entitled annual leave, sick leave, maternity leave, personal leave, wedding leave and funeral leave by the authority of the Employer



FIS Leave Form

Employment Contract

- **Contract** – Is to ensure that the employees and employer have a clear understanding of what is expected during the term of *employment*. This document can also serve to eliminate any disputes which may arise at a later date. It also helps you to understand what your rights are under the law.
- **Term of Service** – is divided into two parts.
 - a. **Probation Period** – employee / staff is still under the observation of his / her employer.
 - b. **Fulltime** – after the observation period. The employee shall be entitled as a fulltime staff / regular staff depending in his / her result. In this case most of the employer discuss about the salary adjustment.
- **Leave** - Employees are allowed to take leave based on the terms and condition in Employment Contract. Types of leave that the employees are entitled.
 - a. Sick Leave
 - b. Maternity Leave
 - c. Wedding Leave
 - d. Funeral Leave

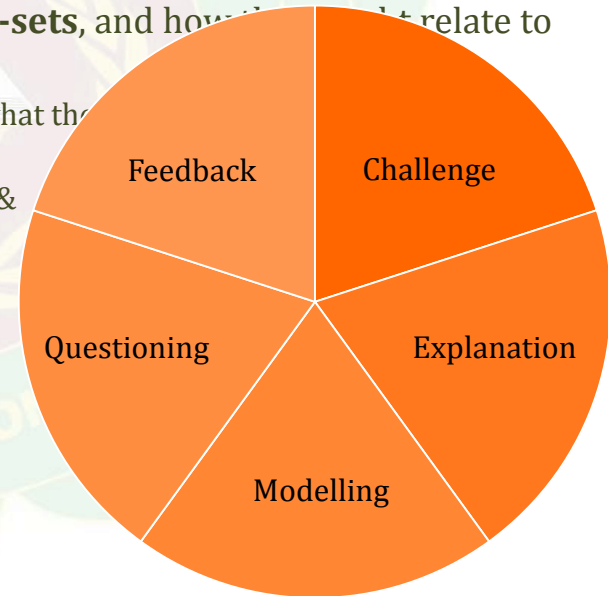
Employment Contract

- **Termination of contract** is considered to be lawful when a legitimate reason exists to end the contract before performance has been completed. Some of the more common reasons for termination of contract may include:
 - a. **Impossibility of Performance:** Fulfilling contract terms is called “performance”. Some situations may make performance of contract terms impossible.
 - b. **Instances of Mistake, Fraud, or Misrepresentation:** If the contract was formed under conditions involving mistake, misrepresentation, or fraud, the contract may be terminated, since it was not formed according to sound contract principles.
 - c. **Breach of Contract:** In a contract, both parties usually have duties to fulfill. If one party fails to perform their duties, the contract may be terminated, and the non-breaching party may be able to recover losses caused by the breach.
 - d. **According to a Prior Agreement:** Termination of contract may occur if the parties had previously formed an agreement regarding contract termination. For example, the contract itself may have contained a provision stating the conditions under which it may be terminated. Such a provision is known as a “termination clause”, and is enforceable if both parties agree to the termination terms.



Comments – “Observation”

- **Teachers Daily Practice** – Teachers must follow the daily practice that the school have such us:
 - a. Fall in/into line
 - b. Break-time Rules
 - c. Early Morning Singing a Jolly Songs / Kids Songs
 - d. Singing before going home
 - e. Attention and at ease practice
 - f. Special performance of Teenager
- **Teachers Mind-set** - An idea that is beginning to gain a lot of favour in educational circles at the moment is the notion of fixed versus growth **mind-sets**, and how it relate to students and learning.
 - a. **Challenge** – so that *Students* have high expectations of what they can achieve.
 - b. **Explanation** – so that *Students* acquire new knowledge & skills.
 - c. **Modelling** – so that *Students* know what to do with the knowledge & skills.
 - d. **Questioning** – so that *Students* are made to think with breadth, depth & accuracy.
 - e. **Feedback** – so that *Students* know how they are doing & how to achieve excellence.



Comments – “Observation”

○ Teachers & Student Relationship

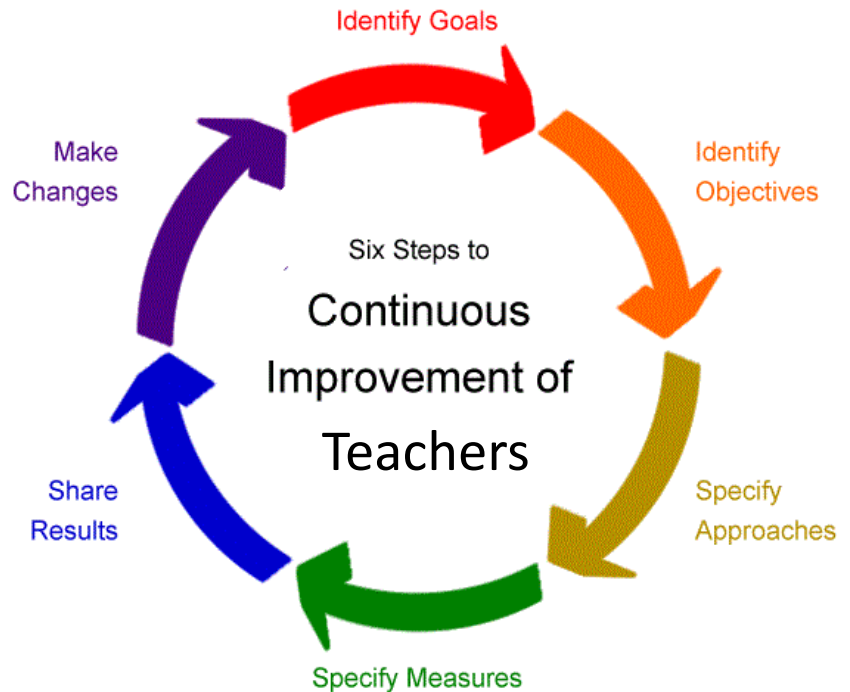
- a. Showing a pleasure and enjoyment to the students.
- b. Interacting with the students in a responsive and respectful manner.
- c. Offer students help (*e.g., answering questions in timely manner, offering support that matches students' needs*) in achieving academic and social objectives.
- d. Help students reflect on their thinking and learning skills.
- e. Know and demonstrate knowledge about individual students' backgrounds, interests, emotional strengths and academic levels.



FIS Continuous Improvements

Teachers

- a. **Identify Goals** – find what the Students needs in learning.
- b. **Identify Objectives** – think how the students will achieve the knowledge or lesson he/she needs.
- c. **Specify Approaches** – Study and learn what are the procedures needs by the students.
- d. **Specify Measures** – Plan and clarification of how many steps needs to make sure that the students understand the objectives.
- e. **Share Results** – upon achieving each objectives, share the result to the students to motivate them.
- f. **Make Changes** – upon knowing the result, implement the changes to proceed to another Goals.



FIS Continuous Improvements

○ Students

- a. **Goals & Objectives** – teachers students must help the student to set each of their students Goals & Objectives.
- b. **Strategies & Activities** – based on the goals and objectives of the student teacher must encourage them to find strategies by their own to each activities.
- c. **Implementation** – by letting the students know about team groupings, needs and what their target to apply in their activities and goals.
- d. **Professional Development & Sustained Support** – accompany and leading the students to be professional in every aspect of their development with the support of teachers and school.
- e. **Formative Evaluation** – evaluate the procedures and steps of improvement of students.
- f. **Summative Evaluation** – Acceptance, review and Deconstruction Process of student learning.

Continuous Improvement Process



End

Question and Answer



Advancement

Morality

Discipline

Quality