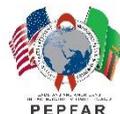




REPUBLIC OF ZAMBIA
MINISTRY OF GENERAL EDUCATION

SCHOOL-BASED COACHING HANDBOOK
NOTES FOR FACILITATORS

January 2016



RTS Teacher Effectiveness (TE) Series # 7

SCHOOL-BASED COACHING HANDBOOK

NOTES FOR FACILITATORS

i. What is School-based Coaching Handbook?

- i. A book that provides guidance for schools and teachers on how to conduct coaching activities to support Early Grade Reading (EGR)
- ii. The handbook will help schools to build communities of teachers who will continuously reflect on their teaching and strengthen their collaboration on teaching skills as they interact during Teacher Group Meetings.

2. Who will use the School-Based Coaching Handbook?

- i. School-based coaching generally involves experts in a particular subject area or set of teaching strategies working closely with small groups of teachers to improve classroom practice and, ultimately, student achievement (*Harvard Education Letter, vol.20, no. 4, July/August, 2004*)
- ii. The School-Based Coaching Handbook will be used by a mentor. A mentor is a person who provides guidance to a less experienced person, mentee.
- iii. A mentor helps others to excel in their work and is a role model who shares knowledge and advice to mentees so that they can grow professionally.
- iv. In a school a mentor maybe a peer, a school in-service coordinator (SIC), key teacher, a senior teacher, or a head teacher.

3. How will the coach or mentor benefit School-Based Coaching Handbook?

The School-Based Coaching Handbook provides information for a coach or mentor to:

- i. Listen to the concerns of the teachers and identify their needs for teaching literacy.
- ii. Improve openness and communication with individuals or groups of teachers
- iii. Ensure professional development so that teachers acquire problem-solving skills, become more creative, improve collaboration and sharing of information about their successes and challenges in one's teaching

4. How will teachers (mentees) benefit from School-Based Coaching Handbook?

Teachers will have someone with greater knowledge and experience to turn to for advice

5. How will schools benefit from School-Based Coaching Handbook?

Teachers will make fewer mistakes, have greater teaching satisfaction and ultimately improve their teaching

Summary: This Handbook will therefore encourage coaching that will ensure that teachers know their strengths and areas for growth that must be invested in their development and make them capable of reflecting their practice in teams and as individuals.



USAID/Zambia Read to Succeed Project,
Creative Associates International Inc.
Private Bag E891, P.O. Box 642, Manda Hill, Katimamulilo Road,
Olympia Park
Plot # 6831 – Lusaka, Zambia
Tel: +260-211-292610

