

FONI MISSION TEACHERS ASSOCIATION'S ANNUAL CONFERENCE

Fatima SSS, Bwiam, Saturday 21st May 2016

Compiled and presented by Essa Sowe, Deputy General Secretary, GTU

1. TEACHERS' ORDER

a. MAIN REQUIREMENTS?

- ✓ Teachers designate a specific social kind of role in national development – we are silent nation builders;
- ✓ We are expected to affirm and accept responsibility to practice our profession according to the highest ethical standards – one cannot pick and choose what to do or not to!
- ✓ We are expected to engage ourselves, individually and collectively to judge your colleagues and to be judged in accordance with the applicable provisions of the Code of Professional Ethics and Conduct
- ✓ We are obliged by our moral responsibilities to respect the ethical standards required by the profession as a whole
- ✓ We must stand above all students, yet be on their level
- ✓ We must be able to communicate vital knowledge to all students daily and be RIGHT most of the time;
- ✓ We must avoid exploiting our professional relationship with any student;
- ✓ We must share the responsibility for improving educational opportunities for all
- ✓ We are a process rather than an entity, therefore our development and support are key in the provision of quality public education for all;
- ✓ We have been and continue to be central to every progressive social gain. As silent nation builders, we measure success by the progress of each student towards the achievement of his/her maximum potential;

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b. SOME FUNDAMENTAL RIGHTS OF A TEACHER

The teacher has right to:

- employment by a recognised employment agency
- payment of salary and benefits
- security in employment
- belong to interest groups
- good housing condition
- freedom of expression
- take part in decision-making affecting his/her work / environment
- information about what is going on in school, department, community and the teachers union
- freedom from coerced sex, rape, harassment and exploitation
- opportunity to develop academically, socially, morally and spiritually

c. SOME (KEY) RESPONSIBILITIES OF A TEACHER

The teacher acts as a catalyst, actively stimulating learning. It is the teacher's responsibility to understand what is to be taught and how to teach it. He/she must be aware that a lesson is not taught until it has been learnt and the method of delivery thoroughly worked out. He/she should have knowledge of the individual pupils.

The teacher should establish a productive classroom atmosphere by means of good organisation, careful and forward planning. Specifically it is the teacher's responsibility to:

- ❖ create a conducive learning environment;
- ❖ exercise good class control and discipline;
- ❖ solve problems in the class promptly before they get out of hand;
- ❖ perform routine administrative duties such as registration (roll call), giving out books or learning materials, tidying up after practical lessons etc;
- ❖ use appropriate disciplinary measures when and where necessary instead of over re-acting to children's "misbehaviour";

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- ❖ create excellent teacher – pupil (professional) relationship through friendship and humour;
- ❖ prepare teaching materials, lesson plans, schemes of work and to keep records of class work and pupils assessment;
- ❖ establish good relationship with parents and the community;
- ❖ develop him/herself academically and professionally;
- ❖ effectively teach the requirements of the school syllabus and curricula content;
- ❖ organise extracurricular activities;

In addition, to all these responsibilities, teachers are expected to endeavour to develop good leadership qualities.

2. THE GENERAL ORDERS (GO); (September 2013)

a. Introduction

As Civil Servants, teachers in The Gambia are bound by the following statutory documents:

- i. General Orders (GO);
- ii. Scheme of Service,
- iii. Public Service Commission (PSC) Regulations,
- iv. Financial Instructions (FI),
- v. the Education Act and
- vi. Code of Conduct.

- **General Orders** apply to all **Public Officers**;
- Together with the Public Service Act and Regulations, they constitute the **system under which Public Officers are engaged and employed**
- In any case where the provisions of General Orders and the Public Service Act and Regulations conflict, **the Act or Regulations will apply.**

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b. APPOINTMENTS, PROMOTIONS, RESIGNATIONS AND RETIREMENTS

i. Section 1: Appointments And Promotions

- 02106** Appointment **selection procedure**: an **interview** and/or **written test**.
- 02107** Requirement: **certificate of medical fitness**, signed by a **Government MO** and a **certificate of character** by the police, **before being offered an appointment**
- 02108** All new employees: should be provided with **all the legal and regulatory instruments of the Public Service** and shall be required to **familiarize themselves** with them.
- 02110** Probationary period: **one year**. (From 3 yrs)
- 02112** C-PADT: PSC delegated authority to the PS, MoBSE, to make appointments and promotions and enforce discipline of teachers from Grades 6 - 8.
- 02113** Confirmation in Appointment cannot be granted while on sick leave
- 02114** Every letter of appointment or promotion shall specify:-
- a) the precise designation of the post to which appointment or promotion is being made;
 - b) the terms of the appointment or promotion, whether it is temporary or permanent, pensionable or not, and the period of notice required to terminate it;
 - c) the grade applicable to the post;
 - d) the salary payable;
 - e) the effective date of the appointment or promotion;
 - f) the length of probation or trial period to be served;
 - g) a statement that the appointment or promotion will not take effect unless it is accepted in writing;
 - h) in the case of a permanent appointment, that the appointment will not be effective until after the appointee has passed a medical examination and provide certificate of character from the police.

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- 02115** All Officers appointed should sign a **Declaration of Secrecy**
- 02116** Appointments, confirmations, promotions, dismissals and transfers of Public Officers should follow the procedures laid down by the PMO.
- 02117** Incremental date will be the **effective date of appointment** or **promotion**
- 02118** an outstanding Officer may receive more than one increment within his/her grade in one year.
- 02119** Longevity increments (10% basics salary): paid to an Officer who stagnates at the top of his/her scale. **First:** two years and after each stagnation period of **5yrs** thereafter. Longevity increments are pensionable emoluments.
- 02120** Longevity Increments supposed to be paid automatically by the DNT unless notification has been received that the increment has been deferred.
- 02122** No promotion unless appointment confirmed.
- 02123** **Temporary appointments:** :
- a) terminable by giving one month's notice or by payment of one month's salary in lieu of notice;
 - b) remunerations equals those payable i.r.o permanent appointment;
 - c) disciplinary regulations the same as applied to permanent appointments;
 - d) person not entitled to any of the benefits attached to a permanent appointment, except that should the **temporary appointment exceed twelve months continuous service** e.g., **paid annual leave** applicable to the post.
 - e) Satisfactory completion of fixed contract appointment: entitled to 25% contract gratuity at a rate of aggregate emoluments as approved by the relevant authorities.

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- However, month-to-month contract appointment will not attract any gratuity.
- Officers, who retire on voluntary basis, will not benefit from fixed contracts except under exceptional circumstances to be determined by the PSC.
- No contract appointment shall exceed a maximum period of six years.

ii. Section II: Acting Appointments

02201 Acting appointments: fill duty posts in Grade 7 and above.

02205 An acting allowance: equal to the **salary differential** between the basic salary of an Officer acting in the higher post and the minimum basic salary of the higher office together with **any allowance attached to the post.**

- Allowance only payable if the Officer acts for a period of **one month or more.**

iii. Section III: Resignation

02301 Resign by giving one month notice in writing, or on payment of a month's salary in lieu of notice. No resignation shall be made or accepted without the approval of the Commission while an **Officer is suspended or interdicted,** or while he/she is the **subject of disciplinary proceedings,** or **during an investigation** which might lead to him/her becoming the subject of disciplinary proceedings.

iv. Section IV: Retirement

02402 PS/CES Edu. Sect.) is responsible for preparing the pensions form.

- Should a Head of Department have reason to recommend a reduced pension or gratuity, his/her recommendations must accompany the pensions form, specifying the amount of reduction recommended, and the reasons thereof, before the preparation of pension papers.

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- 02403** Retire statutorily on reaching the age of 60.
- An Officer who has reach the **age of 45** may apply to retire voluntarily by giving **six months' notice in writing** or **the payment of six months' salary** in lieu of notice of his/her intention to do so.
 - A **female Officer** may retire on marriage grounds if **one month's notice** is served.
- 02404** The Pensions Authority may require an Officer to retire from the Public Service at any time after he/she reaches the age of 45. In such cases, the **Officer will be given six months notice in writing.**
- 02405** Leave entitlements must be taken before retirement otherwise forfeited.
- 02406** Officer retiring who so wishes to opt for a reduced pension and gratuity instead of a full pension, he/she **must exercise the option before the date of his/her retirement.**
- 02407** PS/ES have no authority to provide a written reference for an Officer leaving the service.
- An Officer who is applying for other employment may quote his/her HoD as a referee, who may then provide a prospective employer with such details of the Officer's service, character and ability as he/she may require.
- 02408** At the completion of his/her service, an Officer shall be entitled to a **Certificate of Service** on the prescribed form.

v. Section V: Secondment and Transfers

- 02501** Secondment/transfer opportunities:
- Grade 6 and above
 - **provided** they have served for a **period of three years** and
 - **confirmed** in their regular appointments.

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- 02502** secondments/transfers subject of request made by an individual and shall be subject to PSC's approval through the PS-PMO (C-PADT/CES/BoG).
- 02503** A seconded Officer will return to the service on the same grade which he/she enjoyed prior to his/her secondment. However, incremental points shall be awarded annually.
- 02504** seconded officer or transferred: required to take all leave to which he is entitled before the secondment or transfer becomes effective otherwise forfeited.
- 02505** Secondment: for a **specific period** and shall not exceed a total, in the aggregate, of more than **six years** during the whole of his/her public service career.
- Seconded Officers: monthly contribution of 25% of their Civil Service basic salary to the DNT.
- 02506** **One month** before the period of secondment of an Officer is due to end, the Officer is expected to inform the Government of his/her intention or otherwise to apply for the extension of his/her secondment.
- In the **absence of such information**, the secondment will be **ended** and the Officer will be expected to **return** to the Public Service.

NB: Section 170 [1997 Constitution] (2): Any person who holds an office in a public service who wishes to contest an election for a political office shall, prior to nomination as a candidate, obtain one year's leave of absence without pay, which leave shall not unreasonably be refused.

(3) If a person who has obtained leave of absence in accordance with this section is elected to a political office, he or she shall immediately resign from his or her office in the public service and, if he or she fails to do so, he or she shall be removed from such office.

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4. THE UNIFIED TEACHING SERVICE ACT, 1972 THE GAMBIA No.10 OF 1972

INTRODUCTION

Assented to by The President this Tenth day of March ,1972.
D.K. Jawara President.

An Act to provide for common terms and conditions of employment for qualified Gambian teachers in Mission Schools with those in similar posts in the Government Service.

Enacted by the Parliament of The Gambia, 24th March,1972.

1. This ACT may be cited as the Unified Teaching Service Act, 1972 short title.
2. In this Act, unless the context otherwise requires -
"Board" means the Teachers' selection Board established under section 3 of this Act.

"Government" means the Government of the Republic of The Gambia .

"Head of Mission" means the person for the time being responsible for the administration of the Mission.

"Minister" means the Minister charged with responsibility for education. .

"Mission" means a religious organization established in The Gambia.

"Mission School" means any school which is managed by a Mission and approved by Government.

3. There shall be, and is hereby established a Board to be known as the Teachers Selection Board (hereinafter referred to in this Act as 'the Board).
4. The Board shall consist of –

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- (a) a chairman who shall be a member of the of Public Service Commission and who shall be appointed as such by the Chairman of the Public Service Commission ;
- (b) the Chief Education Officer or his representative ;
- (c) Establishment Secretary or his representative;
- (d) one other Member to appointed by the Public Service Commission and
- (e) a representative to be appointed by the Head of a Mission when the case of a candidate for that Mission school is under consideration.

5. It shall be the duty of the Board –

- (a) to interview candidate for appointment as Teacher in the permanent and pensionable service ;
- (b) to advice the Public Service Commission on the appointment of Teachers ; and
- (c) to advice the Public Commission on any other matter on which an advice may be sought.

6. (1) Notwithstanding the provisions of Section 5 of this Act, all qualify Gambian teachers in Mission Schools shall be deemed to have been recommended by the Board and approved by Public Service Commission with effect either from the date of their respective appointments or from the 11th day of May ,1952, whichever is later .

(2) The provisions of the preceding subsection shall apply to those teachers who have retired before the commencement of this Act.

7. The holders of appointment under the provision of this Act shall be subject to the Public Service Commission.

Provided that the Public Service Commission shall, before dismissal of any teacher under the provisions of this subsection, hold consultation with the Head of the Mission to which the teacher belongs.

8. (1) It shall be responsibility of the Head of the Mission after consultation with Education Authorities, to post a qualify teacher from one school to another within the Mission.

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9. (1) **The provisions of the Pensions Act ,1950 (Cap. 137) shall apply to all teachers appointed or deem to have been appointed under the provision of this Act in the same manner and to the same extend as the said provision would apply to qualified teachers in the permanent and pensionable service of the Government.**

(2) Notwithstanding the provisions of the Pensions Act, 1950, the Pensions Authority is hereby granted power to award gratuity and pensions retrospectively to teachers in Mission Schools who have since retired and who would have been eligible for such gratuity and if this Act has been in force at the date of their retirement.

(3) For the purposes of the preceding section, the commencement date for the grating of full pension and gratuity shall be the 11th May 1952.

(4) Notwithstanding the provision of Section 6 of this Act, the Pensions Authority may grant half pension and half gratuity for qualify teaching service between the 1st January 1946 and 11th May, 1952 .

PASSED in the House of Representatives this Twenty –second day of February, in the year of Our Lord One Thousand Nine Hundred and Seventy–two.

B.O. JOBE
Clerk of the House of
Representatives

THIS PRENTED IMPRESION has been carefully compared by me with the Bill which has passed the House of Representatives, and found by me to be a true and correct copy of the said Bill.

B.O. JOBE,
Clerk of House of
Representatives

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5. SCHEME OF SERVICE FOR TEACHERS

The designations applicable to the Teachers Cadre are given below:

LOWER BASIC/BASIC CYCLE SCHOOLS		
No of Streams	No of Classes	Approx Enrolment
Class A (1 or 2)	6 to 12	240 to 480
Class B (3 or 4)	18 or 24	720 to 960
Class C (5 and 6)	30 to 40	1200 to 2500

The normal grade composition of the staffing of the Lower Basic Schools based on the foregoing classification is given below:

LOWER BASIC/BASIC CYCLE SCHOOLS		
Class	Title	Grade
A	Headmaster	8
	Deputy	7 (upper half of scale)
	Headmaster	7 (lower half of scale)
	Senior Master	6
	Qualified Teacher	1
	Untrained Teacher	
B	Headmaster	9
	Deputy	8
	Headmaster	7
	Senior Master	6
	Qualified Teacher	1
	Untrained Teacher	
C	Headmaster	10
	Deputy	9
	Headmaster	8
	Senior Master	6
	Qualified Teacher	1
	Untrained Teacher	

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The corresponding classification of Upper Basic Schools is given below:

UPPE BASIC SCHOOLS			
Category	No Of Streams	No Of Classes	Approx. Enrolment
I	1 or 2	4 to 8	180 to 360
II	3 or 4	12 to 16	540 to 720
III	5	20	900

The grade composition of the staffing of the Upper Basic/Basic Cycle Schools is as follows:

UPPE BASIC SCHOOLS		
Category	Title	Grade
I	Headmaster	8
	Deputy Headmaster	7
	Qualified Teacher	6
	Untrained Teacher	1
II	Headmaster	9
	Deputy Headmaster	8
	Senior Master	7
	Qualified Teacher	6
	Untrained Teacher	1
III	Headmaster	10/12
	Deputy Headmaster	9
	Senior Master	8
	Graduate Teacher	8
	Qualified Teacher (HTC)	7
	Qualified Teacher	6
	Untrained Teacher	1

Arabic/Islamic teachers are integrated into the system at the appropriate levels consistent with their qualifications, experience and the organisational needs of the schools.

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6. CONCLUSION

IF YOU WANT TO BE RICH, BE A TEACHER!

We are RICH in terms of:

- Knowledge:- we produce doctors, engineers, bankers, etc
- Stability: - job security and continued support and guidance.
Arguably, we have the most viable Union and Sector in the country
- Influential:- we are effectively active in bringing something about
- Versatile:- adaptive