

ملف الإنجاز

المعلم :

مدرسة :

إدارة تعليم :

مكتب تعليم :

Content

Personal information

C.V.

Vision and Message

Courses Certificates

The Distribution of syllabus

General Objective of Teaching English

Weekly Timetable

Worksheets and Activities

Quizzes and Assessments

Students' performance tasks

Students' Projects

Notes

البيانات الشخصية للمعلم/ة

	الاسم رباعي
	المؤهل
	مصدره وتاريخه
	التخصص
	المستوى
	تاريخ التعيين
	رقم الوظيفة
	مواد التدريس
	الصفوف
	رقم الجوال
	البريد الالكتروني

Name	
Degree	
Date	
Specialization	
The level	
Date of designation	
Job number	
Teaching Subjects	
Classes	
Mobile number	
E-mail	

السيرة الذاتية

CV



My Vision:

- **Leading individuals**
- **Performance quality**
- **Visual originality**

My Message:

- **Finding and creating leading individuals**
- **Achieving the best performance quality**
- **Transforming talents and abilities into Visual originality**



الرؤية والرسالة للمعلم / هـ

*رؤيتي:

- شخصيات قيادية.
- جودة أدائية.
- إبداعات مرئية.

*رسالتني:

- إيجاد شخصيات قيادية مميزة.
- تحقيق الجودة في الأداء لكافة الفئات.
- تحويل المواهب والقدرات إلى إبداعات واقعية

Distribution of syllabus

Week	Unit	Lesson	Objectives
Week 1	Revision	Revision	General revision for the first semester
Date	12 – 5	Introduction	
Week 2	Unit 5	Finding Out Time	Talk about time
Date	19 – 5	Grammar in Action	Use the past tense
Week 3	Unit 5	Rhythms and Reading	Read and chant by yourself
Date	26 – 5	Phonics	Practice the sounds of nk – ng – ck
Week 4	Unit 6	Finding Out Time	Name and describe different jobs
Date	4 – 6	Grammar in Action	Describe jobs
Week 5	Unit 7	Rhythms and Reading	Talk about your dream
Date	11 – 6	Phonics	Practice the sounds of " kn – gh "
Week 6	Revision	Revision	
Date	18 – 6	Exam	
Week 7	Unit 7	Finding Out Time	Talk about your weekend
Date	2 – 7	Grammar in Action	Practice past tense verbs
Week 8	Unit 7	Rhythms and Reading	Use " much – many – some – any "
Date	9 – 7	Phonics	Practice the sounds of " nd – nt "
Week 9	Unit 8	Finding Out Time	Talk about good and bad things
Date	16 – 7	Grammar in Action	Use simple past in a sentence
Week 10	Unit 8	Rhythms and Reading	Read and write the chant
Date	23 – 7	Phonics	Practice the sounds of f – gh – ph
Week 11		Revision	
Date	1 – 8	Oral evaluations	
Week 12	Date	8 – 8	Final Exams

Education and 2030 Vision :



Ways of educational development :

- Developing philosophy, policy and goals of curricula, means of development, mechanism activation and connecting all these means with the programs of teacher preparation and his professional development .
- Developing such teaching methods, that focus on learner not on teacher, and concentrate on inculcating skills, personality development, improving confidence, and promoting spirit of creativeness.
- Developing attractive, preferred, and simulant school environment, connecting it with supportive and integrated services systems.
- Comprehensive education for persons with disabilities, and providing appropriate support to all its categories.
- Providing pre-primary education opportunities and expanding it, providing kindergartens, and activating its link with education system.

Ways of administrative development :

- Redefine school as an educational institution, that hones talent, inculcates skills, and nurtures generation of ambitious future adults who have the spirit of facing challenges, competitiveness, and loves work, and production.
- Assuring discipline in the educational system, seriousness in educational practice, starting activities and attending conferences and events.
- Restructuring education sector, modernization of systems, instructions, and bylaws to control curricula development, staffing teachers in educational services, organizing the process of educational supervision, and continuously raise the competence of development and vocational training.
- Raising efficiency of operational performance, reducing the waste cost, maximizing use of human potential, resources, equipment, and buildings.

Changing trends :

- Improving and developing the administrative environment in the Ministry and its Education departments, approving decentralization of the administration, delegating powers to departments and schools to serve the education system.
- Developing rules and procedures to ensure work seriousness, and discipline in education system, promote justice, and reward excellent performance.
- Raising the efficiency of performance, employing modern support technologies in education system.

The General goals of the Saudi Vision 2030 in Education :

- Provide education opportunities for all the students in a suitable educational environment in light of the educational policy of the Kingdom
- Raising the quality of education outputs .
- Increase the effectiveness of scientific research .
- Encourage creativity and innovation .
- Develop community partnership .
- Upgrade the abilities and skills of all the Ministry of Education staff .
- Bridging the gap between higher education outputs and labor market requirements .
- Develop general education and guide students towards appropriate career options .
- Provide the students with all the opportunities to rehabilitate the flexibility to move between different educational tracks .

Teacher :

School Leader :

Supervisor :



Objectives of Teaching English in the Kingdom:

- To enable pupils to survive in the real world using English.
- To give them a foundation for secondary English course.
- To teach them about 1500 of the most useful English words.
- To give them a clear understanding of the basic tenses for the past, present and future.
- To teach them the basic grammatical structures of English.
- To enable them to understand what they hear on a variety of topics.
- To enable them to speak (ask and answer questions, give descriptions, etc.) on the same variety of topics.
- To prepare them to read simple text by themselves without depending on the teacher for explanations or translation.
- To enable them to write a simple guided paragraph of linked sentences.

Objectives of Teaching English in Elementary Stage:

- To greet someone, ask and answer basic questions dealing with personal information.
- Ask and answer basic questions about home, school, occupations, shopping, time, numbers and measurements.
- Describe people and their activities and talk about routine actions and current actions.
- Understanding and using the grammar and vocabulary taught during the year.
- Listen to short conversation, descriptions, etc... to extract the information they need.
- Begin to read letters, puzzles and short stories.
- Say the alphabet, know the order of the alphabet, and spell the words they have learned.
- Form and connect letters correctly, punctuate and capitalize properly.
- Write paragraphs by copying and choosing words or forming sentences in answer to questions



Timetable

Classes

.....
.....

	1	2	3	4	5	6	7
Sun							
Mon							
Tue							
Wed							
Thurs							

Headmaster

Name :

Signature :

أوراق العمل

سجل المتابعة

مشاريع الطلاب

سجل متابعة الطلاب المتفوقين

م	الاسم	مهارات التفوق	طرق التعزيز
١			
٢			
٣			
٤			
٥			
٦			
٧			
٨			
٩			
١٠			
١١			
١٢			
١٣			
١٤			
١٥			

سجل متابعة الطلاب الضعاف

م	الاسم	نقاط الضعف	طرق العلاج
١			
٢			
٣			
٤			
٥			
٦			
٧			
٨			
٩			
١٠			
١١			
١٢			
١٣			
١٤			
١٥			