TABLE OF CONTENT

Foreword ......................................................... Page i
Table of content .................................................. ii
1.0 Introduction .................................................. 1
2.0 Definition to Professional Teacher ......................... 3
2.1 Teachers' Registrable Qualification(s) .................... 3
3.0 Registration of Teachers .................................... 3
4.0 Training of Teachers ........................................ 3
5.0 Code of Conduct and Guidelines for Teachers ............ 4
5.1 Code of conduct for Principals/Headmasters ............ 4
5.2 Discipline of Teachers ...................................... 7
6.0 Management of Education ................................... 8
7.0 Duties ......................................................... 9
7.1 Duties of Principals/Headmasters .......................... 9
7.2 Duties of Teachers .......................................... 9
8.0 Statutory Records .......................................... 11
9.0 Teachers Liability .......................................... 11
10.0 Scheme of Service ......................................... 12
10.1 Instructor Cadre ........................................... 12
10.2 Auxiliary Cadre ............................................ 13
10.3 Teacher/Headmaster Cadre ................................ 13
10.4 Education Officer Cadre ................................... 13
10.5 Master Cadre .............................................. 14
11.0 Sample Teachers' Registration Form ....................... 15

INTRODUCTION

1.0 It is desirable that teaching should be professionalised in order to enhance the role of teachers in the formulation and implementation of education in the country. In preparation for the necessary action to professionalise teaching, it is important to identify the features of professional organisations and behaviours and to provide the necessary guidelines for effecting professionalisation.

Professional organisations shall have the following features:

1. They provide an essential social service
2. They have a monopoly over an esoteric body of knowledge and skills acquired over a period of training
3. They have a high degree of autonomy embracing:
   (a) control of entry into the profession;
   (b) responsibility for maintaining and improving professional competence of members and
   (c) control over working conditions.
4. They have responsibility for developing and enforcing a Code of Conduct.
5. They have a definite career structure.
6. They have a definite professional culture.
7. They participate in decision making on matters affecting the profession.
8. They have a strong sense of altruism that tempers the power that derives from professional autonomy.
9. Members have a sense of calling

1.1 Strategies for Professionalising Teaching:

I. ROLE OF GOVERNMENT

(a) Enactment of a teaching profession act.
(b) Establishment of:
   National Teachers' Council
   Membership of the Teachers' Council shall be made up of qualified professional and experienced teachers, including the Nigeria Union of Teachers and any other body representing the interest of teachers.
   (c) The functions of the Council will include:
      (1) registration
      (2) accreditation
      (3) certification
      (4) discipline
      (5) formulation of regulations governing the profession of teaching.
      (d) Setting up at Federal and State levels a unified teaching service for all categories of teachers.
      (e) Provision of opportunities for In-service education for teachers.
      (f) Provision of opportunities for advancement and benefits in the career structure.

II. ROLE OF TEACHERS' ORGANISATIONS:

(a) Ensuring that their constitution and activities are professional in outlook.
(b) Pull participation in all matters affecting education.
(c) Adherence to the professional code of ethics.
(d) Encouraging the development and maintenance of professional culture among members.
2.0 Definition of a Professional Teacher
A professional teacher is a person who has the registrable professional qualification which enables him to be appointed to teach at any appropriate level of recognised education in Nigeria and who is of a sound mind and is mentally alert.

2.1 Teachers' Registrable Qualifications:
There shall be three broad categories of teachers. These are: Professional Teacher I, Professional Teacher II and Professional Teacher III with each category subdivided into further grouping as follows:

I. PROFESSIONAL TEACHER I
(a) B.Ed/BA/B.Sc Ed./M.Ed.
(b) BA/B.Sc plus either the NCE or Postgraduate Certificate or Diploma in Education
(c) Any higher degree plus teaching qualifications as 'a' and 'b' above.

II. PROFESSIONAL TEACHER II
(a) HND plus teaching qualification
(b) NCE/NCE Technical or equivalent
(c) Diploma of Yaba Higher College
(d) Advanced Craft/full Technological Certificate plus TTC.
(e) Advanced Commercial Certificate plus TTC

III. PROFESSIONAL TEACHER III
(a) Diploma or professional certificate of an Institute of Education
(b) Professional Studies in Education (PSE)/Professional Certificate in Education (PCE)
(c) Associateship Certificate
(d) Grade I Teachers' Certificate
(e) Grade II Teachers' Certificate
(f) The Froebel Teachers' Certificate Grade II

3.0 Registration of Teachers
It shall be mandatory for teachers to be registered in every state of the Federation. As provided for in the National Policy on Education, there shall be a central register at the Federal level on information supplied by the States. Before a teacher is registered he/she shall produce his/her original certificate (s) for verification.

4.0 Training of Teachers
4.1 Training of Teachers is undertaken in all institutions approved for that purpose by the State or Federal Government. At present teachers are trained in the following institutions:

(i) Grade II Teachers' Colleges;
(ii) Advanced Teachers' Colleges;
(iii) Colleges of Education;
(iv) Institutes of Education;
(v) Polytechnics;
(vi) National Teachers' Institute (NTI);
(vii) Teachers' Centres
(viii) Universities.
5.1.5 Specific Regulations for the Principal/Headmaster

The following regulations are considered to be implicit in the guidelines above:

(i) The Principal/Headmaster shall comply with the financial instructions applicable in the state.

(ii) During the school hours, a Principal/Headmaster shall not take any type of alcoholic drink. He shall not smoke in the classroom or in any students' assembly.

(iii) The Principal/Headmaster shall neither use his position to further his political aspirations nor use it to promote the ideology of any political party.

(iv) The Principal/Headmaster shall maintain the confidentiality of official secrets or confidential matters.

(v) The Principal/Headmaster shall respect the confidences of staff, parents and students who may bring personal matters to his notice in his official capacity.

(vi) The Principal/Headmaster shall accept overall responsibility for all school activities and physical structures of the school even though he may delegate supervision to his staff.

(vii) The Principal/Headmaster shall establish a well defined channel of communication between himself and his students. This may include some of the following:

(a) students' representative council.

(b) food committee.

(c) suggestion box.

(d) staff meeting.

(e) prefects council.

(viii) The Principal/Headmaster shall reserve the right to administer corporal punishment and must keep careful record of such punishments. He shall also maintain strict control over the prefects whose powers and limitations shall be clearly defined on appointment, and shall reduce "tagging" to a minimum. Any task assigned should be for school purposes only and not for the personal benefit of the Principal/Headmaster and his staff.

(ix) The Principal/Headmaster shall give accurate and objective report of the school as and when required to the appropriate authorities, such as Board of Governors/Schools Boards.

5.1.6 The Teaching Staff

All members of the teaching staff are expected to abide by the following general guidelines:

(i) teachers shall set good examples for their students particularly in the way they dress, in their manners, in their speech and in the way they perform their duties;

(ii) teachers must be loyal to the school, the Principal/Headmaster and their colleagues. They shall respect one another especially in the presence of the students;

(iii) teachers shall live within their means and avoid financial embarrassment.

(iv) teachers shall do nothing to bring shame or disdour to their persons and the profession.

(v) the following specific regulations must be observed:

(a) teachers shall recognize and respect the authority of the Principal/Headmaster by accepting official responsibilities which the Principal/Headmaster delegates to them and discharge their...
Responsibilities to the best of their ability. Such responsibilities shall be laid down in the staff schedule of duties.

(b) Teachers shall be punctual to school and to classes. This shall be checked by the use of the time-book and the vigilance of the Principal/Headmaster, Vice Principal/Assistant Headmaster and Heads of Departments.

(c) No teacher shall under normal circumstances, be absent from school without the express permission of the Principal/Headmaster. All such absence shall be noted in the log book.

(d) Teachers shall keep up to date all relevant school records for which they are responsible. These include attendance registers, scheme of work, diaries, lesson notes and mark books. These documents shall be available in the school for scrutiny at any time.

(e) Teachers shall participate actively in co-curricular activities.

(f) Activities unrelated to normal school duties shall not be undertaken by teachers during school hours except with the express permission of the Principal/Headmaster.

(g) Teachers shall not make defamatory statements or comments about their fellow teachers and the Principal/Headmaster before their students or to members of the general public.

(h) It is unethical for teachers to conduct classes for their students outside school hours for a fee.

(i) Teachers shall not belong to organisations which are likely to be detrimental to the progress of the school and shall co-operate with the Principal/Headmaster in preventing the introduction of such organisations into the school.

(j) Teachers shall consider it their duty to attend all professional conferences that are relevant to their work when officially required to do so.

(k) All complaints, petitions and official letters to the Ministries, School Boards or their education authorities must pass through the Principal/Headmaster.

(l) Teachers shall not exploit their students.

(m) If corporal punishment must be administered, it must be done in accordance with prevailing rules and regulations.

(n) Teachers shall not misappropriate funds. They shall neither take bribe nor engage in corruption in any shape or form.

(o) Teachers shall not reveal examination questions whether internal or external, to any one. In marking the examination script, they shall be fair to all students. They shall in addition, not condone or connive at examination malpractices.

(p) A teacher shall not have carnal knowledge of any person he knows to be a pupil/student of a school or be involved in any indecent relationship with such a person.

(q) During school hours, teachers shall not take any form of alcoholic drinks. They shall not smoke in the classroom or in any students' assembly.

5.2 Discipline of Teachers

5.2.1 Punishment meted out by the Principal/Headmaster shall take the form of:

(a) Oral caution;

(b) Written caution recorded in the log book;

(c) Surcharge (for absenteeism from school or such dereliction of duty);

(d) Adverse annual report;

(e) Suspension from class with an immediate report to the relevant authority requesting ratification of the suspension and placement on half pay, pending appropriate action by authority.

5.2.2 Punishment by the Schools' Management Board may take the form of:

(a) written caution.

(b) Suspension on half pay (e.g. where court case is in progress).

(c) Withholding of increment.

(d) Withdrawal of salary.

(e) Reprisal.

(f) Retirement.

(g) Dismissal.

(h) Removal of offender's name from the register of teachers.

5.2.3 The power to dismiss and exercise disciplinary control over registered teachers in school is vested in State Schools' Boards which may order any of the punishments prescribed in (5.2.2 a - i) above.

5.2.4 Misconduct that may attract Prohibition or Suspension of a Teacher from Teaching.

The acts which may warrant the prohibition or suspension of a teacher from teaching are set out in the Teachers' (Professional Misconduct) Regulations as follows:

(i) Conviction for a felony or misdemeanour.

(ii) Conviction for an offence contrary to any provision of the Education Law or any regulation made thereunder.

(iii) In relation to an application to registration as a teacher knowingly furnishing to the Registrar of teachers' information which is false in a material particular.

(iv) In relation to an application for employment as a teacher.

(a) Knowingly making statement which is false in a material particular.

(b) With intent to defraud, failing to disclose to the employer any material information with his knowledge.

(v) Having unlawful carnal knowledge of a person he knows to be a pupil/student of a school.

(vi) Indecent dealing with a person he knows to be a pupil/student of a school.

(vii) Conduct prejudicial to the maintenance of good order and discipline in an institution.
5.25 Absence without leave.
(i) Any teacher who absent himself from duty without leave renders himself liable to be dismissed from the service and the onus will rest on him to show that the circumstances do not justify the imposition of the full penalty.

(ii) In every case of absence without leave, the teacher will receive no pay for the period of such absence. All actions taken in these cases must be reported to the State Schools Board and to the State Ministry of Education. Cases of sudden illness where a medical evidence is produced will not, for lack of prior notice alone, constitute a breach of the rules.

5.26 Political connection.
Whether on leave of absence or on duty, no teacher shall allow his political connection to affect the performance of his duties or his relationship towards his colleagues or students.

5.2.7 A teacher shall not engage in other remunerative activities except those related to his profession and which must receive the approval of the appropriate authority.

5.2.8 Duties.
Every teacher is required to discharge the usual duties of the post to which he is appointed and any other duties considered as appropriate having regard to the appointment and the circumstances in which he may be called upon to perform. Wilful disobedience of lawful instruction or refusal to serve in any locality within the State decided by the Board will be regarded as misconduct punishable by summary dismissal.

5.2.9 Punishment.
The following are the punishment which may be ordered under, and in accordance with this part of these rules:
(i) Dismissal.
(ii) Removal on grounds of inefficiency.
(iii) Discharge on grounds of general unsuitability for further employment in the case of a person holding a non-established and non-pensionable office.
(iv) Reduction in rank.
(v) Reduction in salary.
(vi) Withholding of increment.
(vii) Deferment of increment.
(viii) Surcharge of increment.
(ix) Reprimand.

Provided that nothing in this rule shall be construed as limiting or otherwise affecting any powers of the Board in relation to the withholding, reduction or suspension of benefits or any powers to call upon a teacher to retire or any power to terminate the appointment of the holder of temporary appointment or to order that a teacher acting in a higher post with a view or his eventual promotion thereto, if he proves unsuitable, shall revert to his substantive appointment, or any powers to defer or withhold increments.

6.0 Management of Education.
The Management of Education in Nigeria shall be in accordance with the approved regulations under section eleven of the National Policy on Education.
(b) encourage the pupils in the pursuit of learning;
(c) inculcate by precept and example the highest regard for morality and all
other virtues;
(d) maintain proper order and discipline in the classroom and while on duty in
the school and on the playground under the direction of the Principal/Head-
master;
(e) every teacher in the primary school shall be in the classroom or on the school
premises at least ten minutes before the time prescribed for the opening of
school and shall remain in the school throughout the official hours unless
because of illness or other unavoidable cases;
(f) A teacher shall not be absent from school except for reasons acceptable to
the Board or in the case of illness in which his absence shall be reported in
writing to the Principal/Headmaster who shall transmit this to the Board;
and to;
(g) conduct his class in accordance with the timetable which shall be accessible
to pupils and to the Principal/Headmaster and supervisory officers;
(h) on any of the school year, a teacher may be expected by either the Board
or the Principal/Headmaster to be on duty for a special purpose for reasonable
period beyond the prescribed hours of instruction;
(i) attend all meetings or conferences called by the Principal/Headmaster or
'by the Board or Ministry of Education for consideration of matters that will
promote the advancement of education;
(j) test and evaluate periodically the attainment of his pupils and render
assistance required of him by the Board, Ministry of Education, Principal/
Headmaster of his school in promoting examination or classifying pupils;
(k) provide parents or guardians through the Principal/Headmaster with informa-
tion in writing on the pupils' school progress, attendance and punctuality
at least at three times during the school year on approved report forms.

7.2.2 Extra Curricula Activities
(a) All teachers shall participate in extra curricula activities as part of their
regular duties.
(b) Without the express written permission of the relevant School Board, a
teacher shall not, outside school hours, undertake any other business for
profit.
(c) Without the express written permission of the relevant School Board, a
teacher shall not act as editor or take part directly or indirectly in the
management of any commercial newspaper or broadcasting service.
(d) Unless necessitated by the discharge of his duties, a teacher shall not
disclose to any member of the public the contents of any official document
or report which has come into his possession in the course of his employ-
ment.

7.2.3 Teachers' Workload
(a) Teaching is a twenty-four hour service. A teacher in the school system is
therefore on call twenty-four hours a day.
(b) The teaching load for a teacher in a post primary school shall be between
fifteen and twenty-five forty minutes lesson period a week or such minimum
as the Ministry of Education or the School Board may from time to time
prescribe.

8.0 Statutory Records
In every school, the following registers and books shall be kept by the
Principal/Headmaster and produced at the request of an inspector:
(a) A register of admission, progress and withdrawal;
(b) A register of attendance;
(c) A log book in which shall be entered from time to time, as they occur, the
introduction of new books, apparatus or courses of instruction; the visit of
inspector, absence, illness or failure of duty on the part of any of the school
staff or any special event or circumstances affecting the school which may,
be for the sake of future reference or for any other reason deserve to be
recorded;
(d) A copy of the National Policy on Education and all regulations made
thereunder and any amendments thereto;
(e) A school timetable which must be permanently and conspicuously
exhibited in the Principal's room provided that such timetable shall show
any occasion on which any religious observance is practised or instruction
in religious subjects is given and provided further that a copy of that part of
such timetable which relates to a particular class shall be conspicuously
exhibited in the room in which such class is accommodated;
(f) Weekly diaries of literacy and practical working notes of at least one lesson
per day;
(g) A visitor's book;
(h) A corporal punishment book in which shall be entered by the Principal/
Headmaster or senior teacher present, the date of all
punishments, the name of the pupil punished, the nature of the offence and of the punishment, the name of
the teacher administering the punishment and the name of the pupil punished;
(i) A record of the result of all examinations;
(j) The registers and books specified in paragraphs (a), (c) and (d) of sub-regu-
lation (i) shall be kept for at least ten years and those specified in paragraphs
(b), (h) and (i) for at least two years after last entry;
(k) The Principal/Headmaster shall keep and maintain in a conspicuous place
in every classroom a notice on which shall be recorded in large characters,
the superficial area and cubic capacity of the room and the maximum number
of pupils authorised to be accommodated in such a room.

9.0 Teachers' Liability
(a) Students shall be instructed as to the dangers inherent in a given activity as
well as how to perform the activity. The student's age shall also be taken
into account in any given activity. If shortcomings have been detected in
past practices, they shall be rectified.
(b) If a student is injured, the activity shall be terminated.
(c) In a matter of dispute concerning exercise of authority over pupils, the
court will judge the teacher’s behaviour in the light of what is deemed to be behaviour that is reasonable in the circumstance. The principle of “in loco
parentis” shields and defends a teacher in the performance of his duties.
(d) A teacher is liable for pupils injuries if it can be proved that the injury
was caused by the teacher’s negligence. Negligence occurs when a teacher
(i) takes any action that would not have been taken;
(ii) fails to do what shall have been done.
(e) A teacher may legally administer corporal punishment in accordance with
the State policy.
(f) Teachers are advised not to transport students in their private vehicles
while on official excursions.
(g) If an accident or injury occurs, the teacher shall make a complete record
of the circumstances and what occurred as soon as possible after coping with
the emergency itself.
(h) There is liability on a teacher whose conduct falls below a commonly
accepted standard of care expected of the teacher to his/her students.
(i) Except with the prior written consent of the State Ministry of Education,
a teacher shall not commence legal proceedings on behalf of State or
threaten or commence legal proceedings relating to matters arising out of
his official duties.

The major purpose of this section is to make teachers aware of their liability
in respect of school activities involving their pupils.

10.0 Scheme of Service:
It is essential that a Scheme of Service shall be created for teachers. This shall be
done by a special commission. It is however essential that the Scheme of Service
worked out for classroom teachers shall be parallel to the Scheme of Service outside
the classroom. A unified teaching service at State and Federal levels is strongly
recommended. Furthermore, the Scheme of Service shall include:
(a) housing
(b) transport
(c) children’s education
(d) medical benefits
(e) leave and leave allowance
(f) pension and retirement benefits
(g) lifelong education
(h) national and state honours.

10.1 Instructor Cadre

1. GRADE LEVELS AS AT 1979:

1.1 Instructor Grade level 07
1.2 Higher Instructor Grade level 08
1.3 Senior Instructor Grade level 09
1.4 Principal Instructor Grade II Grade level 10
1.5 Principal Instructor Grade I Grade level 12
1.6 Chief Instructor Grade level 13
1.7 Chief Instructor Grade level 14

Methods of Entry and Advancement within the Cadre:
All appointments/transfers are based on relevant qualifications and satisfactory
services report except where otherwise specified.

10.2 Auxiliary Teacher Cadre:

1. POSTS AND GRADE LEVELS:

1.1 Auxiliary Teacher Grade IV Grade level 02
1.2 Auxiliary Teacher Grade III Grade level 03
1.3 Auxiliary Teacher Grade II Grade level 04
1.4 Auxiliary Teacher Grade I Grade level 05

Advancement Beyond the Cadre:
Officers in the Auxiliary Teacher Cadre who acquire any qualification(s) specified
for appointment to any higher grade in the Teacher/Headmaster Cadre or any other
Cadre will be eligible for promotion/transfer to the grade.

10.3 Teacher/Headmaster Cadre:

1. POSTS AND GRADE LEVELS:

1.1 Teachers’ Grade II Grade level 05/06
1.2 Teachers’ Grade I Headmaster, Grade III Assistant Headmaster Grade II Grade level 07
1.3 Headmaster, Grade II or Assistant Headmaster Grade I Grade level 08
1.4 Headmaster, Grade I Grade level 09
1.5 Headmaster (Special Grade) Grade level 10

Note: (i) Candidates who obtain the Teachers’ Grade II Certificate after a successful
completion of a full secondary education enter at step 3 of Grade level 05.
(ii) Grade II Teachers with Associate ship Certificate of Education or its
equivalent enter at Grade level 06 step I.

Advancement Beyond the Cadre:
Any officer in the Teacher/Headmaster Cadre who acquires any of the qualifications
specified for appointment to any higher grade is eligible for promotion/transfer to
the grade.

10.4 Education Officer Cadre

1. POSTS AND GRADE LEVELS:

1.1 Education Officer Grade VIII (Federal) Grade level 08 (Step 3)
1.2 Education Officer, Grade VII (Federal) Officer Grade VI (States) Grade level 09
1.3 Education Officer Grade VI (Federal) Officer Grade V (States) Grade Level 10
1.4 Education Officer Grade V (Federal) Officer Grade IV (States) Grade Level 12
1.5 Education Officer Grade IV (Federal) Officer Grade III (States) Grade Level 13
1.6 Education Officer, Grade III (Federal)
POST AND GRADE LEVELS

1.1 Master Grade III  Grade level 07
1.2 Master Grade II  Grade Level 08
1.3 Master Grade I  Grade Level 09
1.4 Senior Master, Grade II  Grade Level 10

All Conditions of Service are subject to provisions in relevant Establishment Circulars.