

How to use this manual

The HR Manual is available in print and digital format. The guidance below is for digital users.

Site structure

The manual is split into three levels. View the [site map](#).



Sections: The manual is split into 7 sections.



Sub-sections: Each section includes one or more sub-section.



Pages: Each sub-section contains pages.

Instructions

Guidance on how to use the digital manual including navigation, search and printing.

- [Mobile Phone Users](#)
- [Computer / Tablet Users](#)

Mobile Phone Users

1. [Navigation](#)
2. [Search](#)
3. [Print / Download](#)
4. [Forms](#)

1. Navigation

Home page

Annotations for the homepage:

- TSC logo = Return to homepage**: Points to the TSC logo in the green header bar.
- Page navigation and printing**: Points to the 'Info' and 'Content' tabs below the header.
- Menu**: Points to the three-dot menu icon in the green header bar.
- Default view. Displays page contents.**: Points to the 'Content' tab.

The homepage content includes a 'Welcome...' message, a subtitle '...to the Human Resource Manual for Teachers and School Leaders in Sierra Leone', and a collage of four images showing educational activities.

Moving through sections, sub-sections and pages

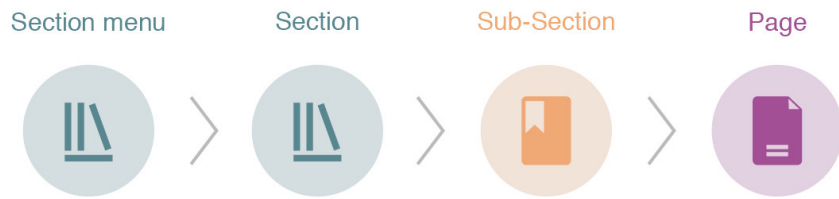
Use the drop down menu to go to sections and sub-sections.

The dropdown menu is open, showing the following options:

- Search
- Sections
- Sub-sections
- Log in

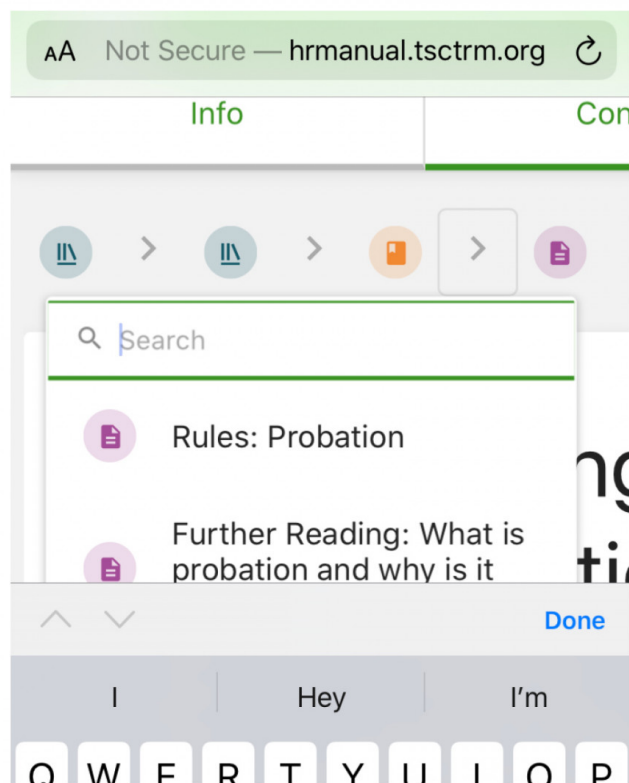
The rest of the page content remains the same as in the previous screenshot.

As you move through the manual, breadcrumbs will appear at the top of the screen.



> Tap an icon to return back to the sub-section, section or section menu.

> Tap on a grey arrow to reveal a drop down menu. Enter a key word to search the section or sub-section. Or scroll down to select another page or subsection (depending on which arrow you select).



> Tap *Info* on any page to reveal page and subsection navigation.

2. Search

The search option allows you to search the manual. Select search from the drop down menu, type in a key word and press go / enter.

3. Print / Export

To export a page for print:

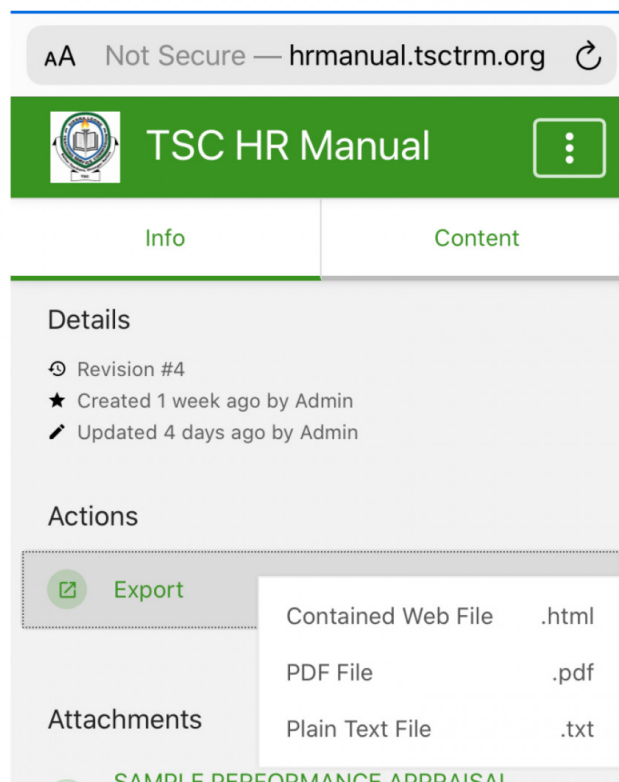
> Go to the page you want to print.

> Tap *Info*.

> Select *Export*.

> Select *PDF file*.

> Select *Download*



4. Forms

All forms are listed on the [Forms page](#)

> Select a form.

> Select *View* or *Download*

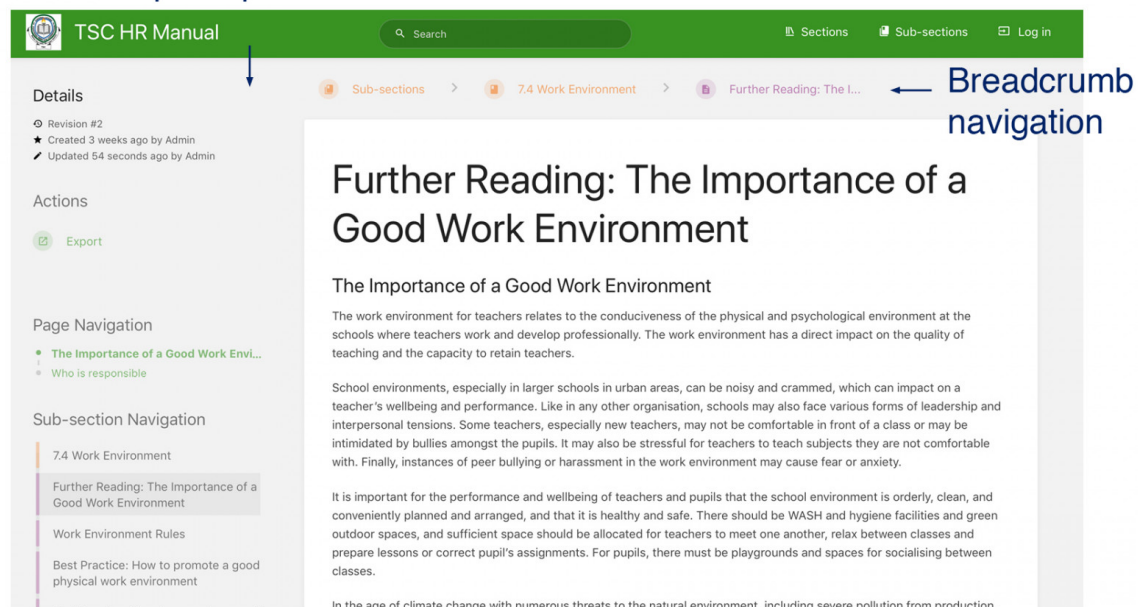
Computer / tablet users

1. Navigation
2. Search
3. Print / Download
4. Forms

1. Navigation

Navigation options are visible on all pages.

Navigation and export options



The screenshot displays the TSC HR Manual interface. At the top, a green header bar contains the 'TSC HR Manual' title, a search bar, and links for 'Sections', 'Sub-sections', and 'Log in'. Below the header, a breadcrumb navigation path is shown: 'Sub-sections > 7.4 Work Environment > Further Reading: The Importance of a Good Work Environment'. On the left side, a sidebar menu lists 'Details' (with revision and creation info), 'Actions' (with an 'Export' button), 'Page Navigation' (with a list of topics), and 'Sub-section Navigation' (with a list of sub-sections). The main content area on the right displays the title 'Further Reading: The Importance of a Good Work Environment' and the beginning of the text: 'The Importance of a Good Work Environment. The work environment for teachers relates to the conduciveness of the physical and psychological environment at the schools where teachers work and develop professionally. The work environment has a direct impact on the quality of teaching and the capacity to retain teachers. School environments, especially in larger schools in urban areas, can be noisy and cramped, which can impact on a teacher's wellbeing and performance. Like in any other organisation, schools may also face various forms of leadership and interpersonal tensions. Some teachers, especially new teachers, may not be comfortable in front of a class or may be intimidated by bullies amongst the pupils. It may also be stressful for teachers to teach subjects they are not comfortable with. Finally, instances of peer bullying or harassment in the work environment may cause fear or anxiety. It is important for the performance and wellbeing of teachers and pupils that the school environment is orderly, clean, and conveniently planned and arranged, and that it is healthy and safe. There should be WASH and hygiene facilities and green outdoor spaces, and sufficient space should be allocated for teachers to meet one another, relax between classes and prepare lessons or correct pupil's assignments. For pupils, there must be playgrounds and spaces for socialising between classes. In the age of climate change with numerous threats to the natural environment, including severe pollution from production.'

Breadcrumb navigation

2. Search

> Type in a key word in *Search* at the top of the page and press go / enter.

3. Print / Export

> Click on *Export* on the left of the page.

> Select *PDF file*. Download.

4. Forms

All forms are listed on the [Forms page](#)

> Select a form. It will automatically download a Word document.

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