

## Role of a Teacher in Guidance Service

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### ABSTRACT

Guidance plays a significant role in the field of education. Guidance, in simple terms means, to direct or provide assistance to someone who needs help. Guidance services like orientation, counselling, pupil inventory, occupational information, placement and follow-up services are oriented to help the students to understand themselves, become self-sufficient in making realistic and positive selections. There are different personnel involves in guidance services with the teachers of the school. the teachers make it possible to implement guidance programmes in an effective and efficient manner. The teachers occupy a pivotal position in a student's life. He/she knows the needs, abilities, interests and problems of their students very well. So, a teacher plays a very important role in providing guidance services to the students.

*Keywords: Teacher, Guidance Service*

Human is social being and in their entire life they face many problems, hardships and challenges. Sometimes, we feel the need for assistance and support to manage these problems and find solutions. Luckily in India, such support was easily available through the family, parents, grandparents, and any other elders. Besides these, moral and emotional support was also available from teachers, friends and spiritual or religious mentors. With the help of these support, we solve and overcome from our problems and hardships. In other words, we need guidance to enable ourselves to overcome from these difficulties and develop the abilities and capacities to face any challenges. Guidance is help, assistance, and suggestions for progress and showing the way. In that sense guidance is a life-long process. Man needs guidance throughout his life. Guidance does not solve the problems for the individual, but it helps that individual to solve them. Guidance is focused not on the problem but on the individual because its purpose is to promote the growth of the individual toward self-development. Guidance aims at self- understanding, self-appraisal and self-direction.

### MEANING OF GUIDANCE

The term "guidance" has been defined in various ways through distinct scholars. Literally guidance means "to direct" or "to point out" or, "to show the direction". Thus, the term 'guidance is referred to as process of rendering any kind of assistance, help or advice to any individual by another individual. According to Jones (1951), "The focus of guidance is the individual not his problem, its purpose is to provide the growth of the individual in self-direction providing opportunity for self-realisation and self-direction is the key-note of

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guidance.” Skinner says, “Guidance is a process of helping young persons learn to adjust to self, to others, and to circumstances”. Crow & Crow defined that “Guidance is assistance made available by properly qualified and adequately trained men or women to an individual of any age to help manage his own life activities, develop his points of view, make his own decisions and carry his own burdens”. So, guidance is personal assistance. Whether given individually or in group, it aims to render personal help or assistance. In every part of our life, we need different types of assistance which is technically guidance. So ‘Paterson’ has suggested five types of guidance,

1. Educational Guidance
2. Vocational Guidance
3. Personal Guidance
4. Economic Guidance
5. Health Guidance

### **EDUCATIONAL GUIDANCE**

The most important guidance from various types of guidance is educational guidance. Educational guidance is directly concerned with the pupil. In the student's life, this guidance is very important to attain the goal. Educational guidance is a process of assisting the individual student to reach optimum educational development. It is a process concerned with the assistance given to pupils in their choices and adjustments with relation to schools, curriculum, courses and school life. According to Jones, "Educational Guidance is concerned with assistance to be provided to the pupils which is expected for their adjustments in the schools, selection of curricula and school life." Educational guidance is a process of assisting the individual student to reach optimum educational development. Educational Guidance helps the students to make right choices, as well as make adjustments.

Educational guidance is an umbrella term which included counselling services, appraisal services, information services, referral services, research and evaluation services, all of which assist an individual to grow in self-understanding and accordingly in creating wise decisions for greatest adjustment. Guidance is integral to educational activity and is a continuous process irrespective of age and grade level.

### **GUIDANCE SERVICE**

Guidance constitutes the core activity of a school that is intended to provide a host of services to enable the students to develop their potentialities to the optimum in a self-directive way and to make free and wise choices concerning their studies, career placement and occupation. Students face many problems during the various phases of school life which are related to personal, behavioural, educational, vocational and career.

Guidance Services may be defined as a group of services to individuals to assist them in securing knowledge and skills needed in making plans and services and in interpreting life. Guidance Services are designed to help students to recognize, accept, and develop their potential, to adjust to school, and to develop the skills they need to cope with the problems they meet.

The school guidance services aim at enabling them to overcome their problems which lead to a happy and adjusted life. The school is measured by the yardstick of a set of services intended for the overall development of personality including self-fulfilment/self-realization. A school guidance programme largely consists of six services which are orientation, counselling, pupil inventory, occupational information, placement and follow-up services.

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### **1. ORIENTATION SERVICE**

It is generally noticed that when students shift from one school to another, they find it difficult to immediately accept and adjust to the new surroundings. This also occurs in case of those students who either move from school to college or school to a work situation. An entry into a non-familiar or new situation, may likely lead to certain adjustment problems among the students. To overcome this obstacle, the orientation services are organised, especially to familiarise the students with the new surroundings and thereby adapt themselves and make necessary adjustments.

### **2. COUNSELLING SERVICE**

This service is the most fundamental aspect of the guidance process. The purpose of it is to assist the students in the process of all round development. It provides an opportunity to the individual to discuss their plans and problems with a professional or counsellor in a helping environment. The process ultimately makes a person capable of self-directing and self-sufficient. This service can be practiced only by a counsellor. However, some assistance can also be provided by the teacher in a school. This is because a teacher is the one who spends maximum time working with the students in the classroom. When the teacher comes across any student who displays deviant behaviours, he/she can always refer the case to a school counsellor.

### **3. PUPIL INVENTORY**

Apart from knowing the general characteristics of students, it is also very essential to identify these specific abilities predominant among the students, before a counsellor or career teacher assists them. Since, without identifying the pupils' aptitudes and interests, one cannot determine what to expect from them and what they are capable of doing. The various aspects that have to be assessed before one guides a student are his aptitude, achievement, interests, attitudes, socio-economic status, family background etc. The pupil inventory service helps in the recording and maintaining of these data. These records can be prepared by the collaborative effort of the teacher, counsellor and career teacher through various techniques.

### **4. OCCUPATIONAL INFORMATION SERVICE**

This is a service which can be provided by the integrated effort of a teacher, counsellor and a career teacher. The main objective of the service is to provide the students information about the educational opportunities in various levels, related training programmes conducted and occupations available. This helps the students to be aware of the options open to him with respect to a particular course or subject in any of the above areas.

### **5. PLACEMENT SERVICE**

The placement service makes an effort to help those students, secure employment, who are either in school or those after they leave school. The school provides certain facilities through which the employment needs of the students are met either through special placement personnel or by integration services of the other guidance personnel.

### **6. FOLLOW-UP SERVICES**

It is concerned with what happens to students while in school or after they have left schools. Follow-up service is considered as an important guidance service which is intended to evaluate and ascertain the student's progress and performance in the context of educational career and activities and progress in the job placement. It becomes very essential in a guidance programme to learn the nature and extent of progress of the student even after he

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leaves the school. This service does not only pertain to the study of occupational aspect but also to other related aspects such as emotional and social adjustments.

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- 1) The teacher helps and guide his pupils to make a good beginning in their educational career.
- 2) A teacher assists the students to plan intelligently and make them familiar with the different types of course and programmes available.
- 3) Teacher assists pupils to make progress in education by removal of subject difficulties and development of good study skills. Pupils may face difficulties in learning some subjects. Teacher will help pupils in solving these difficulties through guidance and counselling services.
- 4) A teacher will play a role as counselling programme supporter and influence the students and school administrator.
- 5) The teacher should inform the pupils regarding the desired efficiency in various occupations, educational qualifications and predicting about future successes. The teacher should manage vocational excursions for the pupils.
- 6) A teacher will help in organising the orientation programme for students to develop awareness regarding the rules and regulations, functioning patterns and available infrastructural and physical facilities in the school or institution or work place.
- 7) The teachers will help in maintaining the pupil inventory and teacher could give details of certain behaviour of students by observing them in the classroom situations and making their records.
- 8) Teacher will organize and conduct group activities, discussions, role-playing to develop personal and social skills of the students.
- 9) Teacher will assist the students to get best out of their education. During the process of education, pupils experience many learning difficulties. Teacher should help his pupil according to their abilities and interest.
- 10) Teacher will assist pupils to build proper motivation for study. Each teacher has to find their own ways of motivating children for better learning.

## **CONCLUSION**

Guidance is one of the means employed by educationists to develop the human potential. The child learn from a teacher not only mastery over a particular subject, but also develops proper values, attitudes and habits. Educational Guidance helps the students to make right choices, as well as make adjustments in relation to schools, curriculum, courses and school life which is contribute to the all-round development and teacher plays a very crucial role in this process of all-round development of the students. All the guidance services are very helpful and fruitful to cater the needs of all type of students. So that a teacher's role is so magnificent in providing all type of guidance services to the students.

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### ***Conflict of Interest***

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