

ANNOTATION

**of dissertation paper on theme «Formation of administrative skills of the primary school pupils» on specialty
6D010200 - Pedagogic and methods of primary education**

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The relevance of research arises from the necessity to change the traditional educational practices that are adequate to the increasing influence of education on all spheres of public life, the priorities of the formation of competent individuality of learner. To the content of primary school, as a core system of secondary education, laying the foundations of cultural and educational potential of the country and contributing to the development of national intelligence, it is raised a demand of formation of individuality of school pupil, that have critical and creative thinking, the ability to acquire knowledge independently and use it in practice, as well as to manage their own learning activities. In this regard, the development of abilities and needs of primary pupils as subjects of study is put forward as the most important goal of pedagogical education.

So in the government program of development of formation of PK on 2011-2020 it is marked that it is necessary to be oriented on "results, providing personal саморазвитие, independence in acquisition of knowledge".

It is RK therefore certain in the educational standard of primary general education, that major priority is forming of general learning abilities, skills and methods of cognitive activity of primary pupils and most important, formation of administrative skills of children.

Various aspects of the theory of learning and education of pupils have been studied by Kazakhstan scientists: becoming of pupil as subject of integral pedagogical process (G.G. Alimukhambetova, N.N. Khan and others), development of personality of pupils (Zh.I. Namazbaeva and others), roles of common to all mankind and national values are in becoming of personality of pupils (A.A. Beysenbaeva, S.A. Uzakbaeva and others), to political socialization of pupils (K.K. Zhampeisova, I.M. Kuzymenko and others), moral, ecological and economic education and education of pupils (G.K. Barlubaeva, E.Z. Battalhanova, A.E. Mankesh, K.Zh. Aganina and others), to cognitive activity of pupils (Zh.A. Karaev, G.E. Almuhambetova and others) and others.

Some aspects of the issues of training and education of primary pupils are disclosed in works of aesthetic and labour education (S.N. Zhienbaeva, Sh.O. Salimbaeva and others), methodological bases of educating of languages (A.E. Zhumabaeva, S.R. Rahmetova and others), developing creative flairs (B.A. Turgunbaeva, A.S. Amirova, N.G. Lukyanetz and others), development of cognitive, social activity (N.B. Zhienbaeva, A.K. Arenova, T.A. Kokumbaeva, Zh.A. Zhusupova and others), ecological education, cognition of the world and

culture (K.A. Aymagambetova, A.B. Aitzhanova, E.V. Musikhina, Z.E. Sydykova and others) and others.

The analysis of studied literature of recent years provides an opportunity to estimate the fact that scientists have studied the basics of didactic training of primary school teachers (R.K. Bekmagambetova, U.M. Abdigapbarova, A.S. Magauova, E. Uaydullakyzы and others), separate aspects of preparation of teacher to forming of educational-cognitive abilities of pupils (M.I. Esenova), to the management by cognitive activity of pupils (Zh.Zh. Ayttaeva, O.V. Koryagina), to work in the conditions of inklyuzive education (I.I. Oralkanova), to administrative activity (A. Zhunusbekova) and others.

The analysis of studied literature revealed that the issues of improvement of educational process based on increase of efficiency of formation and development of administrative skills are not studied sufficiently: U.S. Abdukarimova (formation of skills of self-management of pupils), B.A. Koishibayev (управление познавательной деятельности учащихся), N.L. Rossina (management of cognitive activity of primary pupils), A.A. Svirin (socially-pedagogical terms of formation of administrative skills of pupils), N.A. Vikina (the formation of skills of rational organization of educational work of primary pupils), A.D. Batomunkueva (forming of administrative competences pupils to the gymnasium), I.V. Zavoiskaya (playing management as factor of preparation pupils to administrative activity).

Analysis of scientific literature, European and national documents proves the special meaningfulness of becoming of subject position of the student in transition to conception "educating on the extents of all life", forming for him of educational motivation, and, main, abilities independently to manage the educational activity, educational trajectory. Forms and methods of formation and development of administrative skills proposed by scientists are various, but however not all of them are adapted to the environment of primary education, does not always provide for the formation of administrative skills of primary pupils, therefore, require a significant adjustment or adaptation to primary school conditions.

Thus, the practice of organization of educational process in primary schools shows that primary pupils are not always willing to self-organization of educational work because of unformed core competencies in training and managing their learning activities.

The scientific and practical significance of the decision of the designated problem is caused by the need to resolve these **contradictions**:

- between the needs of the state and society in the successful graduates of primary school able to manage their training activities and the insufficient development of science-based mechanisms of purposeful formation of administrative skills;

- between the potential opportunities of school to form administrative skills of primary pupils and the lack of their implementation in practice;

- between requirement of teachers for software and training and didactic

means of Formation of administrative skills of the primary school pupils and non-development of these means.

Actuality, contradictions and problem, defined the choice of research theme: **"Formation of administrative skills of the primary school pupils"**.

The purpose of research is theoretical basis, development and experimental verification of modular program and the methods of formation of administrative skills of the primary school pupils.

The object of research is the teaching and educational process in a primary school.

Subject of research is the formation of administrative skills of the primary pupils.

The hypothesis of research: if to develop and to implement purposefully in the educational process of primary school the science-based structural-substantial model and the methods of formation of administrative skills, it is increased the performance of teaching, as it is provided the essential level of formedness of administrative skills of primary pupils.

The research tasks

- to discover the essence of notion of «administrative skills of primary pupils».

- to develop the structural and meaningful model of formation of administrative skills in primary pupils.

- to develop modular program of formation of administrative skills of primary pupils in the school and the methods.

- to test experimentally the efficiency of modular program of formation of administrative skills of the primary pupils and the methods under the conditions of school.

The leading idea of research is that learning motivation, subjectness of primary pupils in the educational process and the success of primary pupils can be greatly enhanced by the acquisition of administrative skills system that ensures the development and implementation of a modular program and the methods of their formation.

The **theoretical and methodological basis** of the study was the doctrine of the leading role in shaping the activities and skills; the unity of theory and practice in knowledge; the idea of participative management and time management (L. Alberti, K. Meller, F.U. Teylor); philosophical doctrine of man as the subject of life, its ability to self-determination and self-development (N.A. Berdyaev, V.S. Bibler); psycho-pedagogical concept of zone of proximal development (L.S. Vygotsky); the theory on the content and technologies of developing training (V.V. Davydov, A.V. Zankov, D.B. El'konin); the doctrine of the gradual formation of mental actions (P. Galperin, N.F. Talyzina); psycho-pedagogical theory of the formation and development of skills (M.Zh. Zhadrina, O. Salimbaev, S.K. Nasharipova et al.).

Research methods

- theoretical (study and analysis of pedagogical and philosophical,

scientific-methodical, educational literature, dissertations, periodic scientific publications, legal documents on the issue of research, modeling);

- empirical methods (observation, questioning, testing, ascertaining, forming, controlling types of experiments, methods of quantitative and qualitative results of processing, content interpretation of study results

The scientific novelty and theoretical importance of the research

- developed the essence of notion of "administrative skills of primary pupils";

- developed a structural-substantial model of administrative skills of primary pupils in educational and training process in primary school;

- developed modular program and the methods of formation of administrative skills of primary pupils in the school.

Practical significance of the study is that it is developed and approbated in the educational and training process the modular program "Formation of administrative skills of primary pupils"

- module 1 Optional program for primary pupils "Self-management of primary pupil";

- module 2 Course of psychological and pedagogical readiness of primary forms teachers for the formation of administrative skills of pupils "Formation of administrative skills at school based education management".

Substantive provisions taken away on defence

1 The administrative skills of primary pupils are integrative quality of a person that provides the possibility to manage their own educational activity that includes motivational, cognitive, operational components (goal-setting, planning, expedient execution, monitoring and evaluation).

2 It is implemented development of structural-substantial model of the formation of administrative skills of primary pupils. Modeling of the process of their formation is implemented in the following blocks: the target, harmonized with the objectives of the system-wide global education space and regulatory requirements for the competence of the modern pupil; methodology, which includes a common approach, the basic principles of formation of conceptual positions of administrative skills of primary pupil; structural and meaningful, reflecting the specification of administrative skills and the evaluation criterion-level diagnostics of formation of the system (criteria and indicators); effectively-evaluation, which consists of an algorithm, technologies, methods and means of formation of administrative skills of primary pupils.

3 As a result of ascertaining stage of the experiment it is confirmed the conclusion about formation of an insufficient level of administrative skills of primary pupil, which led to the need for methodological support of the process of formation of administrative skills (modular program and methods). The scientific validity and effectiveness of the proposed modular program "Formation of administrative skills of primary pupils" proved formative stage of the experiment. Results of experiment showed that the mastery of administrative skills of primary pupil takes place more successfully if used specially designed

methodical system in compliance identified in the study of didactic, educational and organizational conditions. At this, training has a pupil oriented nature, including the subjective position of primary pupils in mastering administrative skills.

The results of theoretical and experimental work confirmed the formulated hypothesis and positions put forward to the defense.

The study opens up new ways of solving the problem of optimizing the educational activity of pupils in the context of activity, person-oriented, competence approaches.

Prospects for further research in the theoretical aspect are to clarify and supplement the classification of administrative skills, development of process model and specification the stages of their formation and development of pupils not only of primary but also senior forms. The experimental plan is of interest to a deeper analysis of the technology integration of formal, non-formal and informal education in the formation and development of administrative skills of the pupils.

Thus, the objectives of the study are successfully resolved, the purpose of the study is achieved.

Approbation and introduction of results of research carried out: Conceptual issues, theoretical and practical research results were reported at the international conferences "Kazakhstan in the international educational space» (Almaty, 2014); "The theory of holistic educational process is the basis of professional preparation of future teacher" (Almaty, 2014); "The continuous pedagogical education in the modern world: from Research to find productive solutions. The educational process in high school in the conditions of the implementation of educational and professional standards" (Saint-Petersburg, 2015); "Continuing professional education: Theory and Practice" (Novosibirsk, 2016).

Publication: According to results of the research were published in 9 scientific works, including 3 - in scientific journals recommended by the Committee for Control of Education and Science; 2 - in the scientific publication, that is a part of the Scopus database, 4 - in the materials of international conferences, including 2 - in the materials of international conferences.

Volume and structure of the work: the dissertation consists of an introduction, two chapters (28 table, 21 figure), conclusion, list of 152 references and 12 applications.