



DUTIES OF THE HOD

CORE DUTIES OF THE HEAD OF DEPARTMENT

- The HOD is the first level of management and as such must guide educators. The HOD must therefore be conversant with the Curriculum Management Guide as well as the Subject Policy for each Subject she/he manages to ensure that all their requirements and procedures are carried out.
- The HOD must ensure that assessment criteria are drawn up for all types of assessment, including possible answers/ memoranda for tests/ examinations, rubrics, self-assessment, etc.
- The HOD should see to it that at least 80% of all assessment tasks are moderated.
- The SAT personnel will ensure that the HOD is performing his/her task properly and train him/her to develop subject management skills in order to be an effective and efficient manager.

Internal departmental meetings

- Regular internal departmental meetings (at least once per week), chaired by the HOD should be held to discuss matters.
- Written minutes of these meetings must be kept.
- All educators concerned must attend these meetings.
- Instructions and guidance to educators must be given in writing and filed in the educator's files.
- **The first and the last meeting of the year is curriculum the most important meeting. Subject/Grade Heads should seriously reflect on what should be brought to the attention of the educators at each meeting.**
- All educators of the Subjects concerned must attend these meetings. Information and guidance of these educators will be given in writing (in the form of minutes) and be properly filed in the educator's file.
- Any problems identified must be brought to the attention of the HOD/Principal and the relevant subject advisors.
- These minutes must also be files chronologically and be distributed to all relevant educators.
- The agenda for an internal departmental meeting (as well as Subject meetings) may compromise of the following:



AGENDA

- **Opening and welcome**
- **Attendance and apologies**
- **Announcements**
- **Items to be added to the agenda/confirmation of the agenda**
- **Confirmation of the minutes**
- **Matters arising**
- **New Matters**

The following matters ought to be discussed with the educators during the first/last meeting of each year.

- 3 levels of planning for each grade
- Procedure for the issuing of text books/ LTSM and other equipment – a timetable for issuing must be worked out.
- Monitoring (by HOD) of learners written work – dates for the submission of work to be included in the curricular year planner.
- Learner's progress.
- Remedial work.
- Policy regarding monitoring the IQMS of educators by Principal/HOD – dates of monitoring to be included in curricular year planner.
- Continuous assessment, assessment tasks, assessment policy, assessment programme: who moderates; time schedule: when tasks must be moderated, typed, and handed in for duplication.
- Brief discussion on the general approach/ method used in the Subject Policy regarding class discipline
- Availability of audio-visual and other support material. Procedure for accessing and controlling these support materials.
- Departmental circulars and other applicable informative Subject documents.

Equipment and resources

- The HOD in consultation with the educators of each Subject is responsible for the needs of every Subject in his/her department.
- This implies that the HOD who happens to be a Subject educator as well must have three files.
 - An HOD Administration File
 - A Resource File
 - An Educators File

The HOD Administration File should contain:

- List of all educators in his/her department
- Phase documents
- All phase/departmental circulars and policies
- All correspondence
- Educators' timetables
- Reports
- Minutes of SMT and LA meetings



The Resource File (at least one for each Subject that she/he is responsible for) should contain:

- Course material
- List of Learning Resources
- List of text books
- List of available reading material
- All handouts, notes, tests, documentation etc.
- Copies of previous years tasks and tools, including external assessment.
- NCS LA statements
- List of equipment and materials for practical work.

Subject / Phase policy

The HOD in consultation with the educators in his/her department should determine dates and times for the following (taking the schools year planner into account):

- IQMS
- Assessment programme
- Monitoring of educators' workbooks
- Monitoring of learners' work
- Monitoring by the HOD/Principal
- Departmental meetings
- Subject / Grade/ Learning Programme meetings
- Learners' progression and promotion meetings

Staff development

Educator development is an important facet of the HOD's field of responsibility.

- IQMS is an invaluable policy in the hands of the HOD to assist educators to develop and improve on their teaching skills and methodology.
- The HOD should discuss findings with the educator and assist in problem areas through coaching and in service training where necessary.

Areas for development

The HOD should assist educators in the following to ensure uniformity:

- Planning (Designing of Learning Programmes, Work Schedules, and Lesson Plans)
- Continuous Assessment of learners (Designing of Learning Programmes, Work Schedules, and Lesson Plans)
- Continuous Assessment of learners (Designing of Learning Programmes, Work Schedules, and Lesson Plans)
- Continuous Assessment of learners (assessment tasks e.g. assignments, tests, practical's, language orals, etc)
- Methodology



- **Quality and quantity of learner's work:** - The HOD should monitor at least **80% per set of learners written work at least once a term as reflected in the dates on the year planner.**
- Standard of assessment
- Remedial programme

Class visits

The HOD will conduct class visits to educators in his/her department with a view to:

- Identify development needs regarding the educator's methodology, approach, and progress; this includes assisting the educator in problem areas.
- The HOD should be prepared from time to time to invite educators to observe his/her teaching so as to provide a practical demonstration of methodology approach.
- The HOD, in consultation with educators, should involve the Subject Head to assist with the above.

Extra & Co-Curricular duties

- To engage in class teaching as per workload of the relevant post level and the needs of the school
- Be responsible for the effective functioning of the department, supervision of the educators and to organize relevant/related extra-curricular activities so as to ensure that the subject or phase and the education of the learners is promoted in proper manner
- To be a class teacher if required
- To assess and to record the attainment of learners taught
- To be in charge of a subject or phase
- To ensure that curriculum support structures i.e. Subject Committees are in place
- To ensure that the above-mentioned committees meet at least once a term
- To ensure that minute's capturing issues discussed and decisions taken are kept
- To jointly develop the policy for that department
- To coordinate evaluation/assessment, homework, written assignments, etc. of all the subjects in that department

Professional Mentorship

- On the latest ideas on approaches to the subject, method, techniques, evaluation, aids, etc. in their field, and effectively conveying these to the staff members concerned
- On subject framework/learning programme, work schedule, lesson plan, homework, practical work, assessment tasks, remedial work etc
- To newly appointment/inexperienced staff members
- On the educational welfare of learners in the department



Coordination and Control of:

- The work of educators and learners in the department
- Departmental/Leaning Area Reports submitted to the principal as required
- Mark sheets, test, and examination papers as well as memoranda
- The administrative responsibilities of staff members
- Responsibilities of the organization and conducting extra and co-curricular activities

Personnel

- To advise the principal regarding the division of work among the staff in that department
- To monitor, support and evaluate the performance of educators

General/Administrative

- a) To assist with the planning and management of:
 - School stock, text books, and equipment for the department
 - The budget for the department
 - Subject, work schedule, lesson plan, and all other curriculum related activities
- b) To perform or assist with one or more non-teaching administrative duties, such as:
 - Secretary to general staff meeting and/or others
 - Timetabling
 - Collection of fees and other monies
 - Staff welfare
 - Accidents
- c) To act on behalf of the principal during his/her absence from school if the school does not qualify for a Deputy Principal or in the event both of them are absent
- d) To co-operate with colleagues in order to maintain a good teaching standard and progress among the learners and to foster administrative efficiency within the departments and the schools
- e) To collaborate with teachers of the schools in developing the department and conducting extra-curricular activities
- f) To meet parents and discuss with them the progress and conduct of their children
- g) To participate in departmental and professional committees, seminars and courses in order to contribute to and, or update one's professional views/standards
- h) To co-operate with Further and Higher Education Institutions in relation to learners' records and performance and career opportunities
- i) To maintain contact with sporting, social, cultural and community organizations
- j) To facilitate the development of policies for his/her department



This policy was adopted by the School Management on

This policy has been made available to school personnel and is readily accessible to parents and learners on request.

This policy will be reviewed and updated every year.

Signed _____
School Management

Date: _____

Signed _____
Principal

Date: _____

Signed _____
Educator Representative

Date: _____

