

### ROLES OF THE HEADTEACHER AT SCHOOL

- \* *To oversee teaching at school*
- \* *To ensure classes are covered and meet the requirements setup by the government body.*
- \* *Develop and implement effective process for the learning and development of children.*
- \* *To manage the reviews of teachers and other teaching staff within the community.*
- \* *To ensure that all protocols are followed for any untoward situations that may arise such as assault within the school, instability of students mental health and safeguarding of students.*
- \* *To implement safeguarding procedures as required.*
- \* *Manages the school budget for all required expenditures e.g. learning materials, salaries and extra curriculum activities.*
- \* *To arrange and oversee PTA meetings.*
- \* *To prepare the teachers, pupils and other staff members for inspections conducted by the regulatory authority.*
- \* *Provide reports on performance, financials and improvements to the board of governors/ chairs.*
- \* *To create a diverse, dynamic and inclusive environment among the teachers and pupils.*
- \* *To take classes in required to cover for sickness and absence of teachers.*
- \* *Manage staff attendance submit time sheets and enter time into online time sheet system.*
- \* *Handle authorized emergency and safety procedures.*

- \* *Design school aims and objectives and implement policies.*
- \* *Ensure policies and practices, consider national, local and school inspection respectively.*
- \* *Supervise and evaluate school policies, effects and take action where necessary.*
- \* *Develop creative and responsible approaches to teaching and learning.*
- \* *To assess, organize and execute flexible curriculum and effective assessment framework.*
- \* *Strategize development of emergency technologies to extend learning experience.*
- \* *Plan, support and assess individuals and teams work to ensure task delegation.*
- \* *Ensure reasonable teacher-staff schoolwork balance.*
- \* *Sustain staff performance, management, effective systems and incorporate teachers appraisals and targets for schools achievement.*

#### *ROLES OF THE DEPUTY HEADTEACHER*

- \* *Establishing aims and objectives for the terms ahead for teachers and support staff.*
- \* *Formulating ideas on how to improve the schools strategic process.*
- \* *Monitor the school status in safety inclusion and education standings.*
- \* *Organizing and overseeing continuing professional development train for teachers eg mentoring early career.*

- \* *Setting targets and tracing progress.*
- \* *Managing staff and resources to meet school aims.*

### *ROLES OF THE DIRECTOR OF STUDIES*

- \* *Oversees all academic activities.*
- \* *Conducts monitors and evaluate academic excellence.*
- \* *Coordinates course preparation and testing.*
- \* *Makes sure that teachers make lesson plans and schemes of work.*
- \* *Testing placement and induction for pupils on arrival.*
- \* *Maintaining pupils profile on class database.*
- \* *Monitoring pupil's progress and carrying out interventions as required.*
- \* *Monitoring pupils' attendance.*
- \* *Interviewing potential pupils.*
- \* *Lead and manage teaching team.*
- \* *Chair regular teachers meetings on academics.*
- \* *Making timetables*
- \* *Teaching and emergency cover as required.*
- \* *Carrying out appraisals for teachers.*
- \* *Line management of social activities and academic programme.*
- \* *Line management of the resources to oversee the supply of teaching materials.*
- \* *In conjunction with academic management team ie h/m, deputy h/m.*
- \* *Developmental lesson observation and as appropriate managing underperformance.*
- \* *Review and development of both adult and junior school syllabi.*

### ROLES OF A CLASSTEACHER.

- \* *Educate pupils with fun and activities.*
- \* *He/she makes the classroom safe and secure for their pupils.*
- \* *They set a warm and happy environment for their pupils.*
- \* *They become role models, nurture and mentor pupils.*
- \* *They listen and look for signs that a child is in trouble.*
- \* *To maintain silence in class.*
- \* *To make sure that learner's books are marked.*
- \* *To make report cards for learners.*
- \* *Conducts various co-curricular activities in their class.*
- \* *He/she focuses on each people.*
- \* *He/she works on the development of his/her people.*
- \* *He/she ensures the completion of topics of every subject before the final examination.*
- \* *He/she works on the mental growth of the pupils.*
- \* *He/she treats every pupil in the same way.*
- \* *He/she uses different techniques to make learning fun and easier.*
- \* *He/she reaches every pupil during his class or lesson.*

### ROLES OF A TEACHER

- \* *Planning and preparing lessons.*
- \* *Encouraging pupil's participation.*
- \* *Researching and developing new teaching materials.*
- \* *Research and implementing new teaching methods.*
- \* *Marking pupils work and recording performance.*
- \* *Setting, assessments and overseeing examinations*
- \* *Make pupils aware of reality of life.*
- \* *Building one to one relationship with pupils.*
- \* *Inspire pupils to face problems with braveness.*
- \* *To make pupils aware how to behave with strangers.*

#### *ROLES OF THE BURSAR.*

- \* *Oversee day-to-day cash management.*
- \* *Manage accounts payable and receivable.*
- \* *Keep organized books of tuition fees and files of receipts.*
- \* *Prepare expense reports on regular basis.*
- \* *Manage annual budget.*
- \* *Conduct cost productivity analysis.*
- \* *Review employment contracts and terms of service.*

- \* *Responsible for support staff management.*
- \* *Administration of all staff for the development of safety management.*

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