

1. DEPARTMENTAL HEAD

Surname, Full Name	
PERSAL Number	
Job Title	Educator - public school
Rank	Departmental Head
Post Level	2
Name of School	
Circuit	
District	
Reports to (<i>Name of Supervisor</i>)	
Rank of Supervisor	
Date Job Description discussed and finalised	

2. THE AIM OF THE JOB

To engage in class teaching, be responsible for the effective functioning of the department and to organise relevant/related extra-curricular activities so as to ensure that the subject, learning area or phase and the education of the learners is promoted in a proper manner.

3. CORE DUTIES AND RESPONSIBILITIES OF THE JOB

The duties and responsibilities of the job are individual and varied, depending on the approaches and needs of the particular school, and include, but are not limited to, the following:

3.1 Teaching

- 3.1.1 To engage in class teaching as per workload of the relevant post level and the needs of the school.
- 3.1.2 To be a class teacher if required.
- 3.1.3 To assess and to record the attainment of learners taught.

3.2 Extra- & co-curricular

- 3.2.1 To be in charge of a subject, learning area or phase.
- 3.2.2 To jointly develop the policy for that department.
- 3.2.3 To co-ordinate evaluation/assessment, homework, written assignments, etc. of all the subjects in that department.
- 3.2.4 To provide and co-ordinate guidance:
 - 3.2.4.1 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.
 - 3.2.4.2 On syllabi, schemes of work, homework, practical work, remedial work, etc.
 - 3.2.4.3 To inexperienced staff members.
 - 3.2.4.4 On the educational welfare of learners in the department.
- 3.2.5 To control:
 - 3.2.5.1 The work of educators and learners in the department.
 - 3.2.5.2 Reports submitted to the principal as require.
 - 3.2.5.3 Mark sheet.
 - 3.2.5.4 Test and examination papers as well as memoranda.

- 3.2.5.5 The administrative responsibilities of staff members.
- 3.2.5.6 To share in the responsibilities of organising and conducting extra and co-curricular activities

3.3 Personnel

- 3.3.1 To advise the principal regarding the division of work among the staff in that department.
- 3.3.2 To participate in agreed school/educator appraisal processes in order to regularly review their professional practice with the aim of improving teaching, learning and management.

3.4 General/administrative

- 3.4.1 To assist with the planning and management of:
 - 3.4.1.1 School stock, text books and equipment for the department.
 - 3.4.1.2 The budget for the department.
 - 3.4.1.3 Subject work schemes.
- 3.4.2 To perform or assist with one or more non-teaching administrative duties, such as:
 - 3.4.2.1 Secretary to general staff meeting and/or others.
 - 3.4.3.2 Fire drill and first aid.
 - 3.4.2.3 Timetabling.
 - 3.4.2.4 Collection of fees and other monies.
 - 3.4.3.5 Staff welfare.
 - 3.4.2.6 Accidents.
- 3.4.3 To act on behalf of the principal during her/his absence from school if the school does not qualify for a deputy principal or in the event both of them are absent.

3.5 Communication

- 3.5.1 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 department and the school.
- 3.5.2 To collaborate with educators of other schools in developing the department and conducting extra-curricular activities.
- 3.5.3 To meet parents and discuss with them the progress and conduct of their children.
- 3.5.4 To participate in departmental and professional committees, seminars and courses in order to contribute to and/or update one's professional views/standards.
- 3.5.5 To co-operate with further and higher education institutions in relation to learners' records and performance and career opportunities.
- 3.5.6 To maintain contact with sporting, social, cultural and community organisations.
- 3.5.7 To have contacts with the public on behalf of the principal.

SIGNATURES:

Name	Designation	Signature	Date
	Departmental Head		
	Supervisor		

School Stamp: