Z

# DUTIES OF THE HEAD-OF-DEPARTMENT

1. Guides the teachers during the scheming process
2. Approves the schemes in his/her department and passes them over to the

D.O.S for endorsement

1. Supervises and reports to the Head teacher or Deputy Head teacher about the teachers’ and children’s performance in the department and makes monthly and end of term reports
2. Approves the teaching materials and their displays
3. Strictly monitors the handwriting and organization of children’s work in his/her department
4. Organizes for the setting, moderating and marking of exams
5. Facilitates during internal seminars and workshops
6. Budgets and requisitions for the requirements of his/her department.
7. Carefully stores the departmental property
8. Ensures proper utilization of the department property
9. Teaches the subjects he/she heads
10. Organizes quiz contests and other competitions for his/her subject in consultation with the quiz master/mistress
11. Identifies the teacher(s) in his/her department who need(s) extra assistance and forwards the names to the DOS/Deputy Academics
12. Organizes one major activity in a term e.g. Debate, Math’s contest, Science fair, Art exhibition etc.
13. Keeps the examination securely without any leakage
14. Supervises daily teaching by the teachers in the department
15. Implements school policies and programs
16. Sets targets including academic targets for the department
17. Chairs departmental meetings
18. Organizes and moderates the model lessons for the teachers

***YOU REAP WHAT YOU SOW”***

*©2022 Good Foundation Preparatory School Namugongo*

9th May, 2022

Mr ………………..,

**Re: APPOINTMENT**

I am glad to inform you that you have been appointed officially as

***Head of Department;*** *(subject)*

for the year 2022.

This appointment will be renewable yearly depending on the school administration’s satisfaction with your performance in reflection of your duties and responsibilities attached herewith.

Your monthly allowance for this appointment will be **Shs.** ……….……….

(………………………………………………………………………….). You are expected to manifest maximum levels of efficiency and effectiveness. Your duties and responsibilities begin immediately.

I wish you all the best in your new appointment. Yours sincerely,

**Mr. k**

*Head-teacher*

I …………………………………………………………………………….. hereby acknowledge

the appointment given to me.

………………………………………………… (signature)

***YOU REAP WHAT YOU SOW”***

*©2022 Good Foundation Preparatory School Namugongo*

Ms/Ms ,

**Re: APPOINTMENT**

I am glad to inform you that you have been appointed officially as ***Department Head*** *for ……………………………………..……*for the year 2022.

This appointment will be renewable yearly depending on the school administration’s satisfaction with your performance in reflection of your duties and responsibilities attached herewith.

Your monthly allowance for this appointment will be **Shs.** ……….…………

(……………………………………………………………………………)

You are expected to manifest maximum levels of efficiency and effectiveness. Your duties and responsibilities begin immediately.

I wish you all the best in your new appointment. Yours sincerely,

**Mr. SSEMANDA STEVEN SSEMUGENYI**

## Head-teacher

I …………………………………………………………………………….. hereby acknowledge

the appointment given to me.

………………………………………………… (signature)

***YOU REAP WHAT YOU SOW”***

*©2022 Good Foundation Preparatory School Namugongo*

9th May, 2022

Mr./Ms. ,

**Re: APPOINTMENT**

I am glad to notify you that the management of HOME CARE EDUCATION CENTRE has appointed you on **probation** as a ***Teacher*** in our school.

This appointment will be renewable after ***three months*** depending on the school management’s satisfaction with your exemplary discipline, team work, professionalism and academic performance of all your learners.

Your monthly salary shall be **Ug. Shs**. *………………..………...*

(*………………………………………………………………………………………..*). You are expected to manifest maximum levels of efficiency and effectiveness in execution of your duties as a teacher.

Some of your duties and responsibilities are included in the teachers’ roles/ conduct attached herewith. Management may adjust some of the duties accordingly from time to time.

We wish you luck in your appointment.

Yours sincerely, Endorsed by

\_

**Mr. SSEMANDA STEVEN S. Ms. MAWANDA BARBRA** teacher Administrator

I hereby

acknowledge the appointment given to me.

………………………………………………… (Signature)

***YOU REAP WHAT YOU SOW”***

*©2022 Good Foundation Preparatory School Namugongo*

3rd January, 2022

# DUTIES OF THE SENIOR MAN/SENIOR WOMAN

### MORAL GUIDANCE

1. To constitute the counseling and guidance department together with the senior man teacher or senior woman teacher.
2. Guides, corrects, educates and counsels girls/boys and teachers on matters concerning behaviour that is expected within a society – morality and decency.
3. Counsels students on matters concerning growth, body changes and relationships.
4. Arranges for the social moral guidance and counseling, and invites relevant and competent (resource) persons to address the pupils.
5. Arranges for PIASCY massages on the compound.

### HYGIENE AND HEALTH

1. He/She is responsible for general supervision and direction of students’ personal hygiene.
2. In charge of sanitation and hygiene in the school.
3. Looks after the students’ health; chronic ailments, infectious diseases, etc. which may affect the students’ performance. He/She should help and advise accordingly.
4. To organize the medical check-ups as required and reports the findings to the Head teacher or Deputy Head teacher Administration.

### ADMINISTRATION

1. Reports to the Deputy Head teacher Administration.
2. Handles pupils’ social problems and communicates to the administration.
3. Handles/arranges and publishes program schedules concerning social activities in the school and liaises with persons in those particular areas (harmonization of co-curricular activity programs)
4. Advises administration on matters concerning the social and medical welfare of the girls or boys.

***YOU REAP WHAT YOU SOW”***

*©2022 Good Foundation Preparatory School Namugongo*