**ROLES OF THE HEADTEACHER AT SCHOOL**

1. **To oversee teaching at school**
2. **To ensure classes are covered and meet the requirements setup by the government body.**
3. **Develop and implement effective process for the learning and development of children.**
4. **To manage the reviews of teachers and other teaching staff within the community.**
5. **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 safe guarding of students.**
6. **To implement safeguarding procedures as required.**
7. **Manages the school budget for all required expenditures e.g. learning materials, salaries and extra curriculum activities.**
8. **To arrange and oversee PTA meetings.**
9. **To prepare the teachers, pupils and other staff members for inspections conducted by the regulatory authority.**
10. **Provide reports on performance, financials and improvements to the board of governors/ chairs.**
11. **To create a diverse, dynamic and inclusive environment among the teachers and pupils.**
12. **To take classes win required to cover for sickness and absence of teachers.**
13. **Manage staff attendance submit time sheets and enter time into online time sheet system.**
14. **Handle authorized emergency and safety procedures.**
15. **Design school aims and objectives and implement policies.**
16. **Ensure policies and practices, consider national, local and school inspection respectively.**
17. **Supervise and evaluate school policies, effects and take action where necessary.**
18. **Develop creative and responsible approaches to teaching and learning.**
19. **To assess, organize and execute flexible curriculum and effective assessment frame work.**
20. **Strategize development of emergency technologies to extend learning experience.**
21. **Plan, support and assess individuals and teams work to ensure task delegation.**
22. **Ensure reasonable teacher-staff school work balance.**
23. **Sustain staff performance, management, effective systems and incorporate teachers appraisals and targets for schools achievement.**

**ROLES OF THE DEPUTY HEADTEACHER**

1. **Establishing aims and objectives for the terms ahead for teachers and support staff.**
2. **Formulating ideas on how to improve the schools strategic process.**
3. **Monitor the school status in safety inclusion and education standings.**
4. **Organizing and overseeing continuing professional development train for teachers eg mentoring early career.**
5. **Setting targets and tracing progress.**
6. **Managing staff and resources to meet school aims.**

ROLES OF THE DIRECTOR OF STUDIES

1. Oversees all academic activities.
2. Conducts monitors and evaluate academic excellence.
3. Coordinates course preparation and testing.
4. Makes sure that teachers make lesson plans and schemes of work.
5. Testing placement and induction for pupils on arrival.
6. Maintaining pupils profile on class data base.
7. Monitoring pupil’s progress and carrying out interventions as required.
8. Monitoring pupils attendance.
9. Interviewing potential pupils.
10. Lead and manage teaching team.
11. Chair regular teachers meetings on academics.
12. Making timetables
13. Teaching and emergency cover as required.
14. Carrying out appraisals for teachers.
15. Line management of social activities and academic programme.
16. Line management of the resources to oversee the supply of teaching materials.
17. In conjunction with academic management team ie h/m, deputy h/m.
18. Developmental lesson observation and as appropriate managing underperformance.
19. Review and development of both adult and junior school syllabi.

**ROLES OF A CLASSTEACHER**.

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

**ROLES OF A TEACHER**

1. **Planning and preparing lessons.**
2. **Encouraging pupil’s participation.**
3. **Researching and developing new teaching materials.**
4. **Research and implementing new teaching methods.**
5. **Marking pupils work and recording performance.**
6. **Setting, assessments and overseeing examinations**
7. **Make pupils aware of reality of life.**
8. **Building one to one relationship with pupils.**
9. **Inspire pupils to face problems with braveness.**
10. **To make pupils aware how to behave with strangers.**

**ROLES OF THE BURSAR.**

1. **Oversee day to day cash management.**
2. **Manage accounts payable and receivable.**
3. **Keep organized books of tuition fees and files of receipts.**
4. **Prepare expense reports on regular basis.**
5. **Manage annual budget.**
6. **Conduct cost productivity analysis.**
7. **Review employment contracts and terms of service.**
8. **Responsible for support staff management.**
9. **Administration of all staff for the development of safety management.**

**By Mr. Gracious Stuart**

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