

MINISTRY OF EDUCATION
Office of the Permanent Secretary
CIRCULAR MEMORANDUM

File No. E: 19/8/8

Circular Memorandum No. 11 of 2020

FROM : Permanent Secretary
Ministry of Education

TO : Director, School Supervision and Management Division
School Supervisors III
Principals - Secondary Schools

DATE : 17th December, 2020

SUBJECT : **Reporting Structure for Heads of Department and Deans in Secondary Schools**

It has been brought to the attention of the Ministry of Education that principals in some instances, are requiring Deans to report to Heads of Department. This practice is not in keeping with standardised reporting relationships and organisational structures as defined by the job descriptions of a Head of Department (Secondary), Dean (Secondary) and Vice Principal (Secondary). This practice must be discontinued.

Principals are reminded of the following:

1. Deans (Secondary) and Heads of Department (Secondary) are both Grade 5 positions.
2. An officer shall only report to an incumbent of a higher office.
3. Heads of Department and Deans are to report to the Vice Principal in accordance with their job descriptions as defined by the Chief Personnel Officer (see attached).
4. Deans and Heads of Department should submit their schemes of work and notes of lessons to the Vice Principal as this is the established line of authority.
5. The Vice Principal, as the established reporting officer, is responsible for conducting clinical supervision for Heads of Department and Deans.

A copy of each job description for Head of Department, Dean and Vice Principal is attached for your reference.

Principals are requested to bring this Circular Memorandum to the attention of all teaching staff.



Lisa Henry-David
Chief Education Officer (Ag.)
/f/Permanent Secretary
MINISTRY OF EDUCATION