

# Administrative Procedures

## Purpose

To guide the Head Teacher on how to properly manage administration of the school.

## Responsibility

The Head Teacher is responsible for the good management of the school. A good working relation between staff, students, parents and the community will depend on the Head Teacher's attitude. The academic achievement of the students will also depend on the strength of teachers and parents involvement under the leadership of the Head Teacher.

The Head Teacher is responsible for ensuring the school's annual planning and budgeting is carried out each year, and the plan and budget are implemented and monitored.

The Head Teacher is responsible to ensure office work is done in a professional way.

The Division of School Programs is responsible for guiding Head Teachers in administrative matters and the issue of the Head Teacher's Handbook to enhance school administration.

## Policy

The Head Teacher of a school is appointed to carry out these responsibilities.

## Procedure

### 1. Organisation of the school office:

The office of the Head Teacher is the centre of co-ordination of all activities in the school. Records must be kept because Head Teachers cannot hope to keep everything in their heads. All the needed information is to be kept in the office, in order, up to date and easy to find.

### 2. Official Hours

The Head Teacher has to ensure that every teacher teaches according to official hours and according to the approved syllabus. The attendance of teachers and students is to be monitored. Refer to the Procedure on Registers and Records for details.

### 3. Budgeting and Planning

The budget and development of the school is to be implemented according to the plan scheduled. Teachers and parents are to be kept informed of progress.

### 4. Partnerships

Work closely with the community, the Provincial Education Officer, Inspectors, Ministry and other government departments and non-government organisations to develop the school. Encourage partnership in education.

### 5. School Property

Maintain control over school property and keep an up to date Inventory.

## **6. Maintenance**

Ensure building maintenance is carried out and monitor the quality of the works.

## **7. Academic achievement**

Monitor the academic progress of the students closely through use of assessment techniques.

## **8. Supervision of teachers**

Supervise and assist teachers in their professional work.

## **9. Student and teacher welfare**

Each school should develop its own guidelines for students' and teachers' welfare.

## **10. Insurance**

Each school should make a policy concerning insurance of teachers and students. Arrangements may be made with insurance companies for accident and life insurance cover, to be paid for by contributions from teachers and parents. Any such arrangements must be voluntary.

## **11. Code of conduct**

Ensure that the Code of Conduct (Chapter 8 of the Teaching Service Staff Rules) is followed by all teachers. Follow the approved disciplinary procedures in the Teaching Service Staff Rules for any teachers in breach of the regulations.

## **12. School Rules**

Each school should develop its own rules for conduct, covering such areas as:

- Discipline
- Contributions
- Health and hygiene
- School committee
- Community involvement
- School assets
- Finance
- Communication

The Rules shall be drafted and approved by the School Committee in consultation with teachers and the community. They should be reviewed with the PEO before they are into effect.

## Summary of Administrative Duties – Head Teachers

| Task  | Daily | Weekly | Monthly | Termly | Annually                    |
|---|-------|--------|---------|--------|-----------------------------|
| Check teachers attendance register                    | ✓     |        |         |        |                             |
| Check students' attendance registers                  | ✓     |        |         |        |                             |
| Update School Log Book/Diary & Visitors Book          | ✓     |        |         |        |                             |
| Register & respond to correspondence                  | ✓     |        |         |        |                             |
| Disseminate information to teachers                   | ✓     | ✓      |         |        |                             |
| Staff meetings  |       | ✓      |         |        |                             |
| Check lesson preparation and teachers' scheme of work |       | ✓      |         |        |                             |
| Maintain accounts                                     |       | ✓      |         |        |                             |
| Verification of student absences                      |       |        | ✓       |        |                             |
| School Committee meetings                             |       |        | ✓       |        |                             |
| Parents and teachers association meeting              |       |        |         | ✓      |                             |
| Report to PEO   |       |        |         | ✓      | ✓                           |
| Review and sign reports on students to parents        |       |        |         | ✓      | ✓                           |
| Report to the community                               |       |        |         | ✓      | ✓                           |
| Enrolment of new students                             |       |        |         |        | ✓<br>January                |
| Update Student Cards & Re-file                        |       |        |         |        | ✓<br>February               |
| Entry report - statistics                             |       |        |         |        | ✓<br>March                  |
| Students guidance paper and nominal roll              |       |        |         |        | ✓<br>July                   |
| Annual Plan and Budget                                |       |        |         |        | ✓<br>September<br>-December |
| Order school supplies                                 |       |        |         |        | ✓<br>September              |
| National Examinations                                 |       |        |         |        | ✓<br>November               |
| Update School Inventory                               |       |        |         |        | ✓<br>December               |