THE SPECIAL FUNCTION OF THE HEAD OF THE DEPARTMENT

by:

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Head teachers are tasked with a host of responsibilities. They are commonly seasoned teachers who have experience within their schools. They are selected for the job because they have proven track record of educational effectiveness and possess the leadership skills necessary to lead in building a better school which focuses on academic environment.

What is head of department of English? Has the title been created merely as an excuse for giving the one of the department enough salary in excess of the regular schedule to hold him a few years longer from the ranks of the administrators, or are there actual and distinct functions which he as head should perform? Opinion and practice on this point are by no means clear.

The time has come in the evolution of education when administration and supervision of instruction should be entirely given emphasis.

The following items are the head teachers’ responsibilities and duties, it will reveal the nature of the work required in each field.

As a Little School Administrator

The duties of the head are as follows:

- Develop agendas, meetings and taking minutes.
- Design school’s aim and objectives and implement policies.
Manage staff attendance.
Supervise and evaluate school policy effects.
Exhibit and express high expectations and establish community targets.
Develop creative and responsive approaches to teaching and learning.
Strategize development of emerging technologies to extend learning experience.
Plan, support and assess individuals and group work to ensure task delegation.
Ensure a reasonable teacher-staff school work balance.
Identify areas improvement.
All schools should constantly aim to improve and the head of the school should captain this effort.

Work with administration
The head often serves as the gateway between the teaching staff and the administration. Report any areas of teacher concern to the administration.

Mentor teachers
Head teachers serve as a mentor to new teachers.

Partner with community
Head teachers must use their communication skills to effectively communicate school initiatives to parents.

References

4 Related Issues- How can a head of Department affect the quality of teaching.

P. Diamond 1999
Function of the Head
Abbott Abbott 1992