



In charge of a subject/department.

To jointly develop the policy for that department.

CORE DUTIES AND
RESPONSIBILITIES OF THE
HEAD OF DEPARTMENT

To co-ordinate evaluation/assessment, homework, written assignments, etc. of all the subjects in that department.

To provide and co-ordinate guidance:

- on the latest ideas and approaches to the subject, method, techniques, evaluation, aids, etc. in their field, and effectively convey these to the staff members concerned.
- on syllabi, schemes of work, homework, practical work, remedial work, etc.
- to inexperienced staff members.
- on the educational welfare of learners in the department.

To control:

- the work of educators and learners in the department.
- reports submitted to the Principal as required.
- mark sheets.
- test and examination papers as well as memoranda.
- the administrative responsibilities of staff members.

To share in the responsibilities of organising and conducting extra and co-curricular activities.

To engage in class teaching as per workload of the relevant post level and the needs of the school.

To be a class teacher if required.

To assess and to record the attainment of learners taught.



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etc.

- ◆ To advise the Principal regarding the division of work among the staff in the English Department.
- ◆ To monitor and evaluate the performance of educators.
- ◆ To participate in school/educator appraisal processes to regularly review their professional practice with the aim of improving teaching, learning and management.

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To assist with the planning and management of:

- school stock, textbooks and equipment for the department.
- the budget for the department and
- subject work schemes.

To perform or assist with one or more non-teaching administrative duties, such as:

- secretary to general staff meeting and/or others.
- fire drill and first aid.
- timetabling.
- collection of fees and other monies.
- staff welfare.
- accidents.

To act on behalf of the Principal during his/her absence from school if the school does not qualify for a Deputy Principal or in the event of both Principal and deputy being absent.

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To co-operate with colleagues to maintain a good teaching standard, progress among the learners and to foster administrative efficiency within the department and the school.

To collaborate with educators of other schools to develop the department and conduct extra-curricular activities.

To meet parents and discuss the progress and conduct of their children.

To participate in departmental and professional committees, seminars and courses in order to contribute to and/or update professional views/standards.

To co-operate with Further and Higher Education institutions in relation to learners' records, performance and career opportunities.

To maintain contact with sporting social, cultural and community organisations.

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CONTINUING PROFESSIONAL
TEACHER DEVELOPMENT
(PLC)



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The **PLC system** is set out in a departmental policy document called the Professional Learning Communities. According to this policy, all teachers need to take part in ongoing professional development activities. Teachers are at the core of PLCs because they are responsible for identifying their professional needs and then for finding help to address these needs.

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To control:

- ◆ The PLC system ensures that the current professional development initiatives relate directly to the quality of teaching in the classroom.
- ◆ It emphasises the professional status of teaching.
- ◆ The PLC system provides teachers with clear guidelines about which Professional Development (PD) activities contribute to professional growth.
- ◆ It will also protect teachers from fraudulent providers.
- ◆ It expands the range of PD activities available to teachers.
- ◆ The system is also aimed at supporting and facilitating the process of continuing professional development.
- ◆ It is also intended to revitalize the teaching profession and reward those who commit themselves to continuing professional development.

level and the needs of the school.

To be a class teacher if required

PROFESSIONAL DEVELOPMENT

Teachers are expected to earn a target number of 150 Professional Development (PD) points in each successive three-year cycle. PD activities will be grouped according to the following priorities:



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**RULES FOR CONTINUING
PROFESSIONAL TEACHER
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The CPTD system operates according to the following three rules:

- A teacher is required to earn 150 PD points per rolling three-year cycle.
- A teacher may be awarded no more than 90 PD points in one year, except when the member earns 90 points for completing a formal qualification.
- A teacher is required to earn at least 30 PD points in each of the three priority categories during each rolling three-year cycle.