

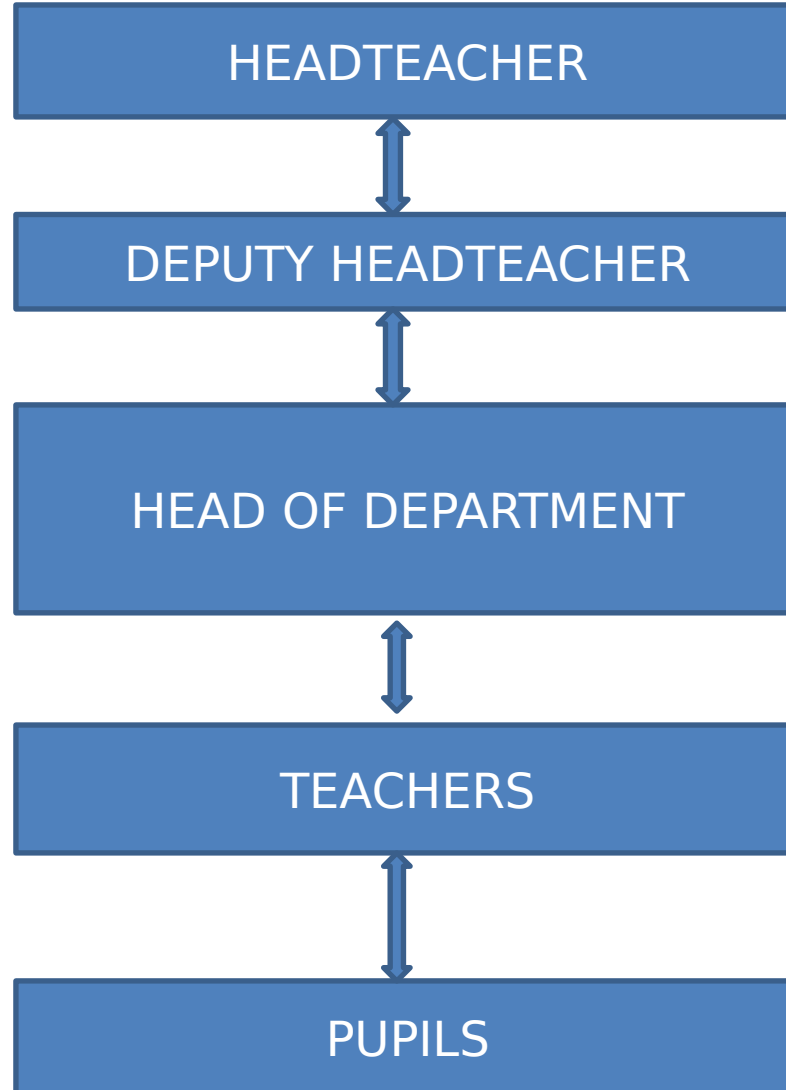


MINISTRY OF EDUCATION

**PRESENTATION ON THE ROLES
AND DUTIES OF HODs
AND
THE GENERAL MANAGEMENT OF
THE DEPARTMENT
IN
A SECONADARY OR COMBINED
SCHOOL**

POSITION OF AN HOD IN SCHOOL

School Structure



ROLES AND DUTIES OF HEADS OF DEPARTMENT

- INTRODUCTION
- Academic performance in schools depends entirely on Heads of Departments (HODs)
- They are the ones who are directly in contact with the lesson deliverers who are the teachers
- They are key personnel in the delivery of academic work in schools.

MAIN ASPECTS OF HOD-SHIP

- Planning of work in the department
- Supervising work in the department
- Organizing work in the department
- Managing human resource
- Monitoring the teachers
- Managing material resource
- Evaluating departmental performance

ROLES OF HODs

- Plan and chair or co ordinate meetings in the department at least 3 in a term and minute them
- Supervise teachers and provide guidance on new trends in education and the curriculum
- Help teachers on how best to impart knowledge in the learners.
- Spearhead extra- co curricular activities in the department.
- Ensure government policies are implemented
- Chair the disciplinary committee
- Be a member of the school finance committee

DUTIES OF HODs

- Conducting internal monitoring on teachers
- Appointing of section heads
- Checking of teachers' professional documents
- Chairing of departmental or sectional meetings
- Analyzing of monthly, end of term and final examinations assessments
- Writing of teachers' academic and professional reports
- Keeping a good record of departmental materials
- Formation and participation in the subject clubs

Duties of HODs cont'nd

- Representing the department in the management meeting
- setting performance targets.
- Allocation of classes to subject teachers
- Orienting new teachers in the department
- Taking up classes of an absent teacher
- Developing a departmental Action Plan
- Managing both material and human resource in the department
- Keeping all the files and documents in the department updated.

A GOOD HOD.....

- Ensures lessons are delivered with well prepared and detailed lesson plans
- Encourages teachers to be updating lesson notes
- Encourages teachers to be giving feed back to the learners
- Holds regular departmental and CPD meetings
- Encourages the use of Teaching Aids in class
- Manages time very well
- Tracks syllabus coverage in the department
- Always strategizes on how to improve results
- Always keeps updated documents in the department

A good HOD cont'nd

- Schedules internal monitoring
- Is creative, innovative and plans for the department
- Promotes professional inter personal relationship in the department
- Always engages members of the department
- Orients Section heads on their roles.
- Sets departmental targets
- Ensures a departmental timetable is done and displays
- Ensures staff details in the department are compiled
- Organises the department very well

HODs SUPERVISORY DUTIES

1. Educational Assessment

- **Formative Assessment or Continuous Assessment:**

- This is the type of assessment conducted during the course of a programme and it is on going.
- It is given to track and improve learner performance and achieve successful outcomes
- It gives immediate feedback on progress made
- It maybe inform of **class activities, homework, regular tests, assignments or project work.**

Supervisory roles cont'nd

- **Summative Assessment**

- This type of assessment is given to a learner at the end of a unit, term, school year or programme
- It is administered to evaluate learning after a period of giving instructions.
- It may involve **midterm tests, termly tests, monthly assessments, common mock examinations and final examinations**

HOD Supervisory duties cont'nd

2. Professional Reports

- To be produced on the activities of the teaching staff at least one per teacher per term
- A narrative should include: methods used by a teacher, voice projection, use of teaching aids, home work and correction, use of chalk board, teachers' personality, teacher-pupil relationship, creativity.

Supervisory duties cont'd

3. Academic Report

This is a narrative on the learners learning activities and atleast one should be produced per class in a term

The narrative should include :learners competences, literacy, numeracy, oracy and handwriting

4. Material Production

Teachers contributions in material production in the department

5. Home Work

A well documented and applied Home Work Policy with evidence.

GENERAL MANAGEMENT OF THE DEPT

- **NOTE: The department should speak for you as an HOD in your absence!!!!!!**
- Display the departmental time table indicating loads
- Display the departmental Action Plan
- Display the departmental staffing with staff details
- Display departmental results analysis
- Display MOE and Local policies
- Teaching Aids should be well stocked
- Books and Past Papers should be well labelled on shelves
- Files should be well labelled and kept updated

General management cont'd

- Display the departmental CPD programme
- Display and follow the SBCPD Cycle
- Conduct stock taking atleast twice in a term
- Keep the department clean
- Keep a record of learners entered for examinations in your subjects
- Hold regular meetings with your teachers to give them feedback or to share ideas

CONCLUSION

- As academicians, HODs are supposed to be very innovative and creative in the way they manage the department. A good HOD would contribute to the improvement of the performance of the school.

THANK YOU