

# THE ROLE OF THE HOD AND SUCCESSFUL ACADEMICS

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DIE VERANDERING IN ONDERWYS  
THE CHANGE IN EDUCATION

## THE AIM OF THE JOB

To engage in class teaching, be responsible for the effective functioning of the department and to organise relevant / related extra-curricular activities so as to ensure that the subject, learning area or phase and the education of the learners is promoted in a proper manner.

The role of the HOD towards  
supporting the academic  
program of the school.

**SAOU**

*wildflower nation*

**WORK THE**

*goal*

**KEEP THE**

*vision*

# TASKS OF HOD – for the academic program

1. Leadership and Management
2. Responsibility hence teachers and learners
3. Knowledge transfer
4. People management
5. Financial management
6. Quality assurance
7. Development of academic standing



Leader:

Inspire and  
motivate

# 1. Leadership and Management

Manager:

Plan, organise, co-ordinate

HOD needs to accept responsibility and accountability of academic strategies and results in their department.

**Senior management**

**HOD**

**Teachers**

**Learners**

## 2. Responsible for teachers and learners

2.1 Happy teacher = Happy learner

2.2 Equip teachers with tools to make their life easier.

2.3 Work smarter – not harder. Have a plan.

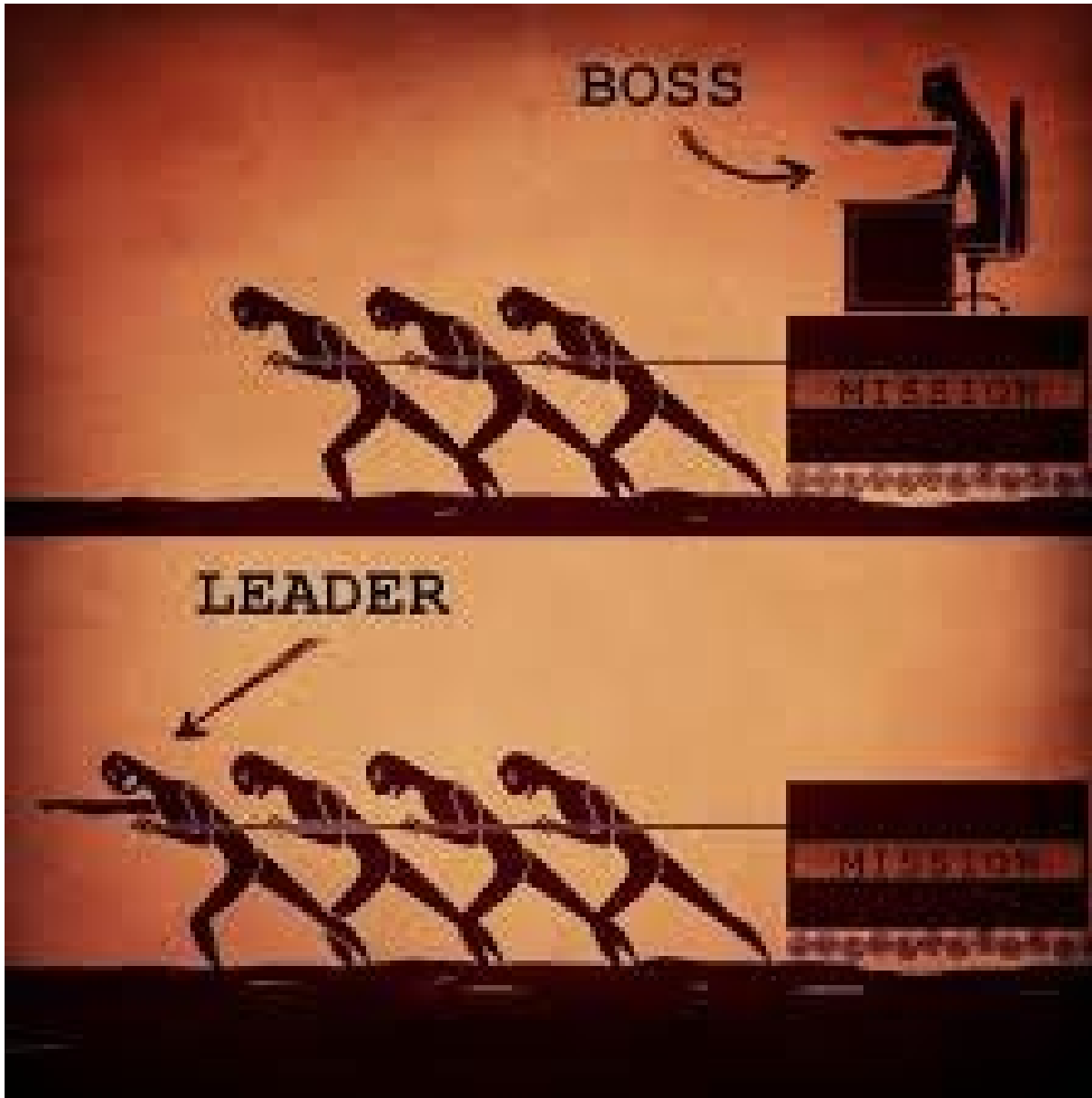
**Pull the string, and it  
will follow wherever you  
wish. Push it, and it  
will go nowhere at all.**



*Dwight D. Eisenhower*  
*[www.geckoandfly.com](http://www.geckoandfly.com)*

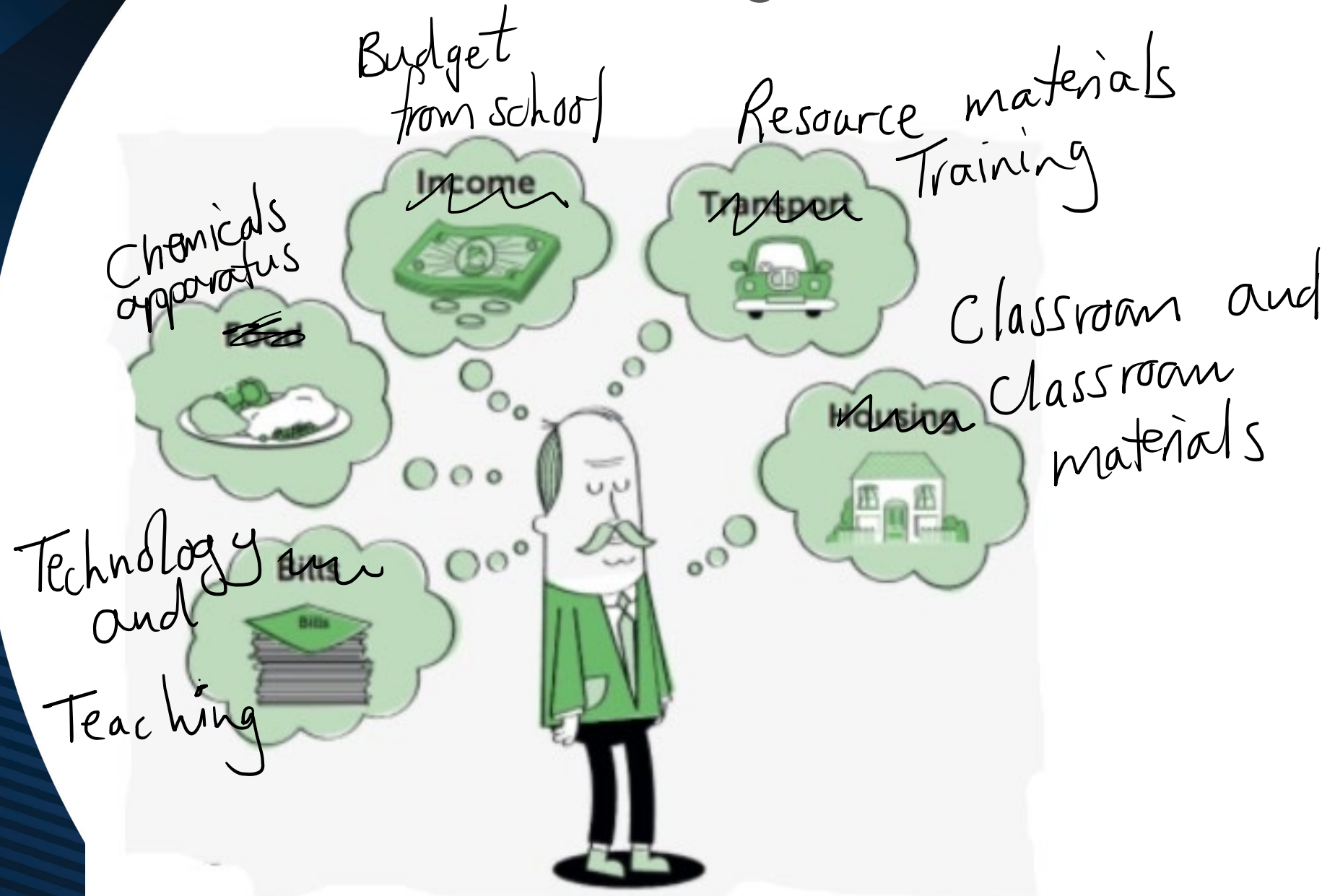


## 4. People management





## 5. Financial Management



## 6. Quality Assurance

Ensure **all** activities are carried out to the highest possible standards.

*Set your goals*

Put in place the necessary evaluation and monitoring procedures to ensure both compliance and improvement

*Templates?  
Bloom?*

*How where when?*

## 7. Development of academic standing

EFFECTIVE LEADERSHIP IS NOT ABOUT MAKING SPEECHES OR BEING LIKED; LEADERSHIP IS DEFINED BY RESULTS NOT ATTRIBUTES.

*Peter Drucker*

AZ QUOTES



## 7. Development of academic standing

This does not happen overnight.

Start with results of the year before.

Know your teachers and your learners.

Set realistic goals for academic achievements.

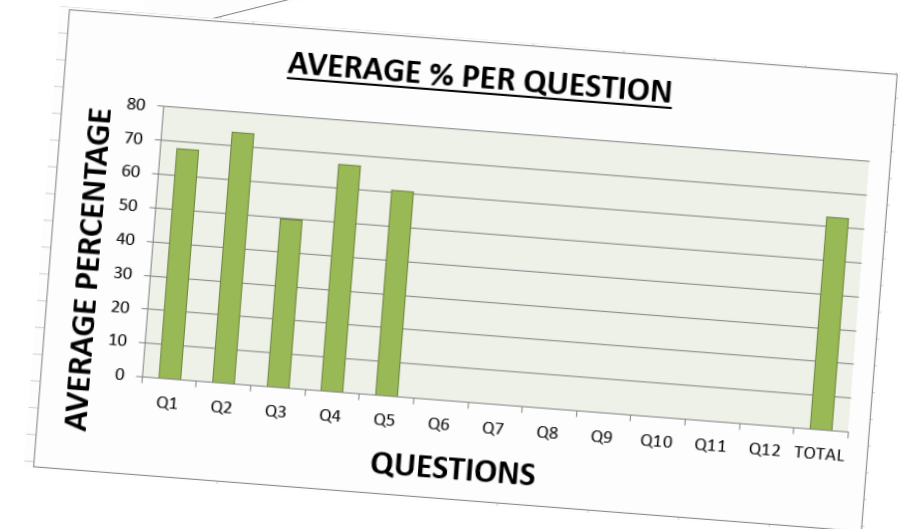
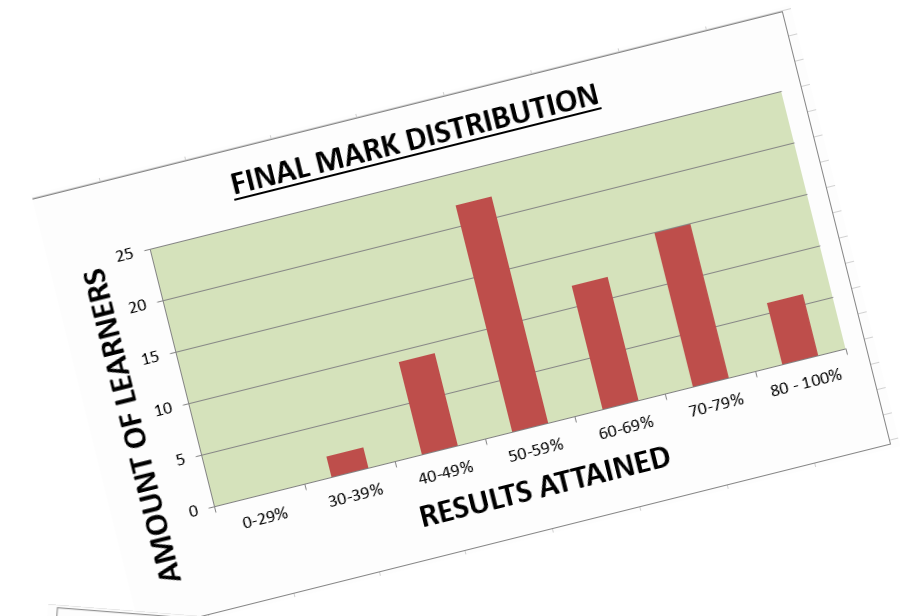
Supply teachers with necessary tools to measure the results you aim to achieve.

Stats of year group according to previous year.



# TOOLS

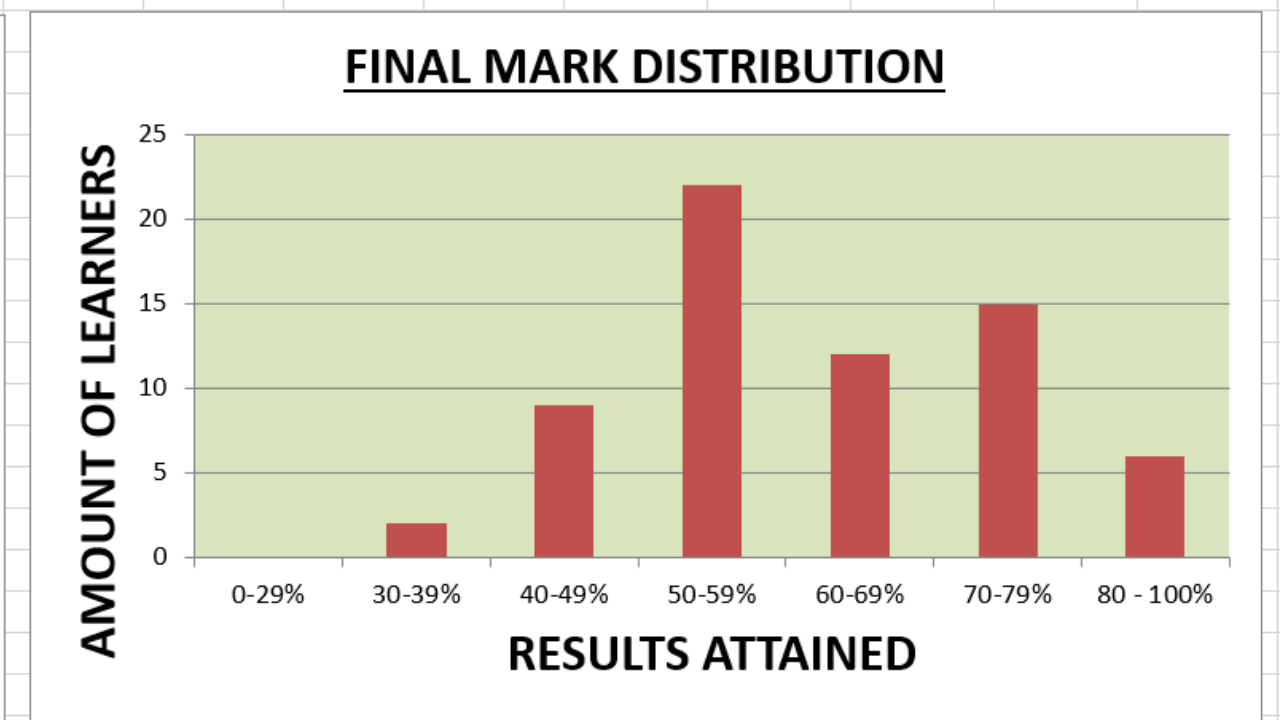
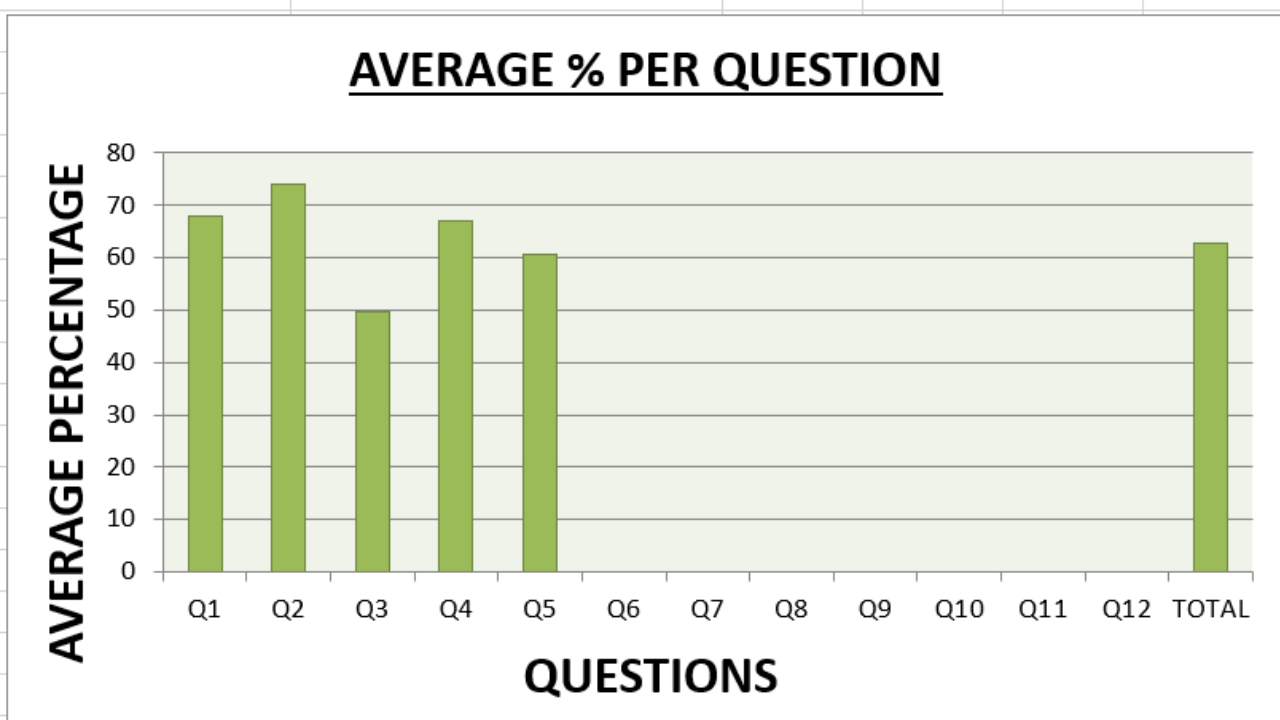
- A. Subject question paper, marking guideline, analysis
- B. Grade averages per class per teacher
- C. Realistic goals based on actual results



Question No.	Taxonomy														Knowledge area					
		Knowledge, Recall, Low Demand (15%)			COMPREHENSION, Basic Questions (35%)			APPLICATION, ANALYSIS, Problem Solving (40%)			SYNTHESIS, EVALUATION, Higher Abilities Hard new problems, Challenge Level (10%)			TOTAL	MECHANICS	WAVES, SOUND & LIGHT	ELECTRICITY & MAGNETISM	MATTER & MATERIALS	TOTAL MARKS	Question Totals
	Content	E	M	D	E	M	D	E	M	D	E	M	D		Marks					
1.1														0					0	
1.2														0					0	
1.3														0					0	
1.4														0					0	
1.5														0					0	
1.6														0					0	
1.7														0					0	
1.8														0					0	
1.9														0					0	
1.10														0					0	0
2.1														0					0	
2.2														0					0	

[illegible]

Fisiese Wetenskappe Deel 1 FISIKA														
SKOOL														
Number of Learners (Automatic)	Question	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12	TOTAL
	Total	6	10	14	13	10								53
	Average	4	7	7	9	6								33
	Avarage %	68	74	50	67	61								63
66	% Passed	98	98	91	98	89								100
	% Failed	2	2	9	2	11								0
	# Passed (>30)	65	65	60	65	59								66
	# Passed (>50)	36	43	41	53	33								55
Level 1	0-29%	1	1	6	1	6								0
Level 2	30-39%	12	2	6	4	9								2
Level 3	40-49%	0	4	13	4	10								9
Level 4	50-59%	1	9	29	10	4								22





				Levels vir eksamen							
onderwyser	aantal leerders	% gem rekord	% gem Nov	Level 7	Level 6	Level 5	Level 4	Level 3	Level 2	level 1	
A	31	64	63	6	3	8	8	5	0	1	
B	45	66	66	12	9	5	8	9	2	0	
C	66	66	68	23	10	13	9	5	5	1	
gemiddeld		65	66								



NAAM EN VAN	ONDERWYSER	KLAS	GESLAG	Gr10 eksamen	Gr10 promosiepunt	Gr11 eksamen	Gr11 promosie punt	2020 Doelwit	1. Opdrag - Meting (50)	1. Kwartaaltoets - Finansies (50)	1. Ondersoek - Datahantering (50)	KWARTAAL 1	2. Quiz - Skale en kaart (10)	2. Opdrag - Meting (50)	2. Quiz 1 - Datahantering (25)	2. Quiz 2 - Datahantering (25)	2. Quiz 3 - Datahantering (25)	2. DH - Voorstelling van data (35)	2. DH - Persentiele en groeikaart (25)	2. Toets - Kaartwerk (35)	2. Quiz - Rente - Teorie (25)	2. Quiz - Rente - Berekeninge (20)	2. Quiz - Huurkoop (20)	KWARTAAL 2 QUIZZES	KWARTAAL 2 TOETSE	KW 1 en 2 GEMIDDELD	3. Toets - Finansies (50)	3. Rekord Vr1 (150)	3. Rekord Vr1 (Persentasie)	3. Rekord Vr2 (150)	3. Rekord Vr2 (Persentasie)	3. Rekord Vr1 en Vr2 (300)	3. Rekord Vr 1 en Vr2 (Persentasie)	KWARTAAL 3
		12-6	Female	45	40	22	23	30	36	38	26	35.9	30	26	64	52	60	48.57	44	28.57	60	20	45	47.06	27.285	31.59	34	50	33.333	46	30.67	96	32.00	32.5
		12-6	Female	32	30	30	30	40	36	36	42	36.9	30	48	72	72	60	48.57	52	20	40	0	40	46.06	34	35.45	48	53	35.333	50	33.33	103	34.33	37.75
		12-3	Female	37	34	30	30	40	32	26	60	32	80	48	64	60	64	45.71	72	22.86	52	50	80	63.08	35.43	33.72	44	62	41.333	44	29.33	106	35.33	37.5
		12-6	Female	44	41	31	32	50	56	32	68	41	70	62	92	76	72	74.29	72	37.14	92	80	95	80.37	49.57	45.29	38	83	55.333	75	50	158	52.67	49
		12-2	Female	47	47	49	51	60	50	48	82	53.4	50	74	20	60	52	60	64	a	72	40	50	52.00	74	63.70	56	85	56.667	87	58	172	57.33	57
		12-3	Female	41	40	41	40	45	38	24	82	34.8	70	56	68	52	68	60	72	22.86	72	20	60	60.22	39.43	37.12	42	69	46	54	36	123	41.00	41.25
		12-6	Male	41	41	51	50	50	26	52	64	49.9	70	52	68	76	64	42.86	60	25.71	88	70	70	67.65	38.855	44.38	32	67	44.667	69	46	136	45.33	42
		12-6	Female	29	28	18	19	40	20	36	40	34.2	60	18	80	72	60	60	56	22.86	56	40	30	57.11	20.43	27.32	36	69	46	62	41.33	131	43.67	41.75
		12-1	Male			35	35	60	50	38	66	44	50	44	72	0	52	48.57	68	40	0	30	55	41.73	42	43.00	58	100	66.667	72	48	172	57.33	57.5
		12-1	Female	33	32	37	38	50	44	32	82	41.3	70	82	60	44	68	71.43	64	28.57	72	60	0	56.60	55.285	48.29	50	81	54	60	40	141	47.00	47.75
		12-6	Female	50	52	46	47	50	60	52	68	55.6	60	78	72	68	0	91.43	68	31.43	76	20	75	58.94	54.715	55.16	50	67	44.667	54	36	121	40.33	42.75
		12-3	Female			25	27	45	46	42	48	43.5	40	34	56	64	44	37.14	48	28.57	60	20	45	46.02	31.285	37.39	38	71	47.333	52	52	123	41.00	40.25
		12-1	Male	41	42	45	48	55	76	40	68	49.6	70	70	60	44	56	54.29	48	60	60	40	60	54.70	65	57.30	60	86	57.333	65	43.33	151	50.33	52.75
		12-2	Male			39	40	55	56	32	50	38.3	40	46	44	64	40	48.57	68	40	56	60	0	46.73	43	40.65	48	100	66.667	84	56	184	61.33	58
		12-4	Male	40	40	49	49	55	54	50	74	54.2	40	76	56	44	52	45.71	84	51.43	84	80	65	61.19	63.715	58.96	66	88	58.667	70	46.67	158	52.67	56
		12-6	Male	50	50	53	50	50	34	40	44	39.7	50	56	72	44	68	42.86	68	25.71	0	0	0	38.32	40.855	40.28	48	83	55.333	74	49.33	157	52.33	51.25
		12-3	Female	61	58	56	54	60	56	54	86	59.1	50	66	84	56	64	48.57	60	28.57	60	40	75	59.73	47.285	53.19	40	94	62.667	76	50.67	170	56.67	52.5
		12-4	Female	49	49	53	53	55	54	60	60	59.1	40	76	68	72	72	48.57	80	37.14	68	30	75	61.51	56.57	57.84	52	76	50.667	81	54	157	52.33	52.25

Many parents, colleagues, learners, like measurable results. It gives them a kind of safety zone in which they can work and focus to improve any results and work done by them.

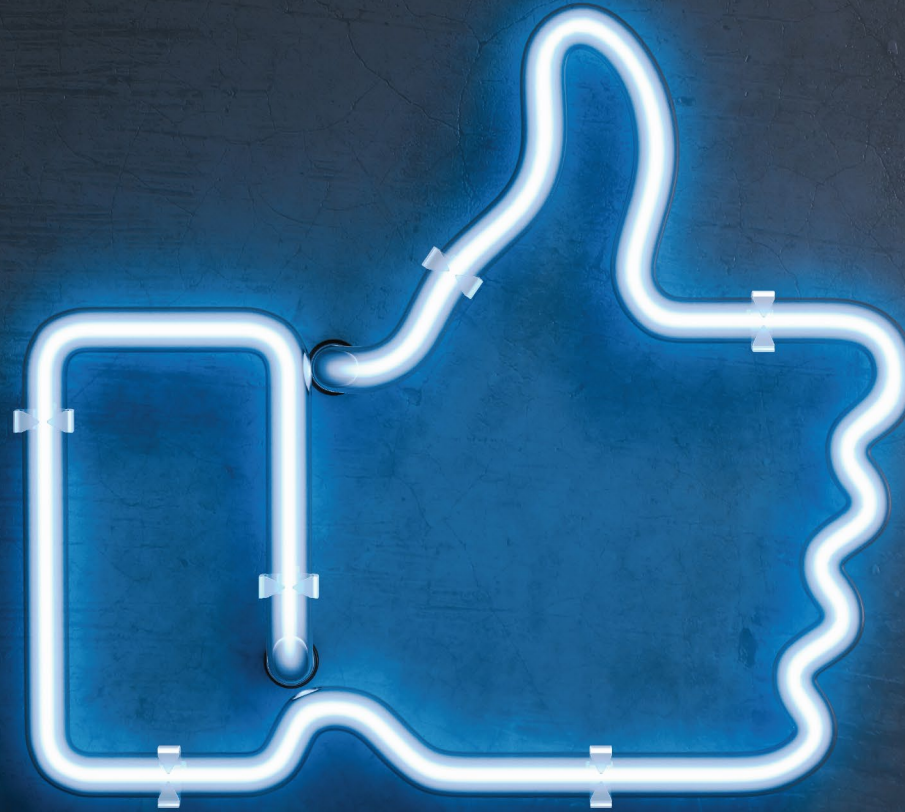
To just encourage and say work harder does not always help.

Always keep in mind, everything mentioned here is work. It is going to take time and extra effort.

BUT it is so worth the time and effort. 😊



# SAOU



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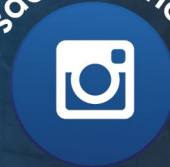
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