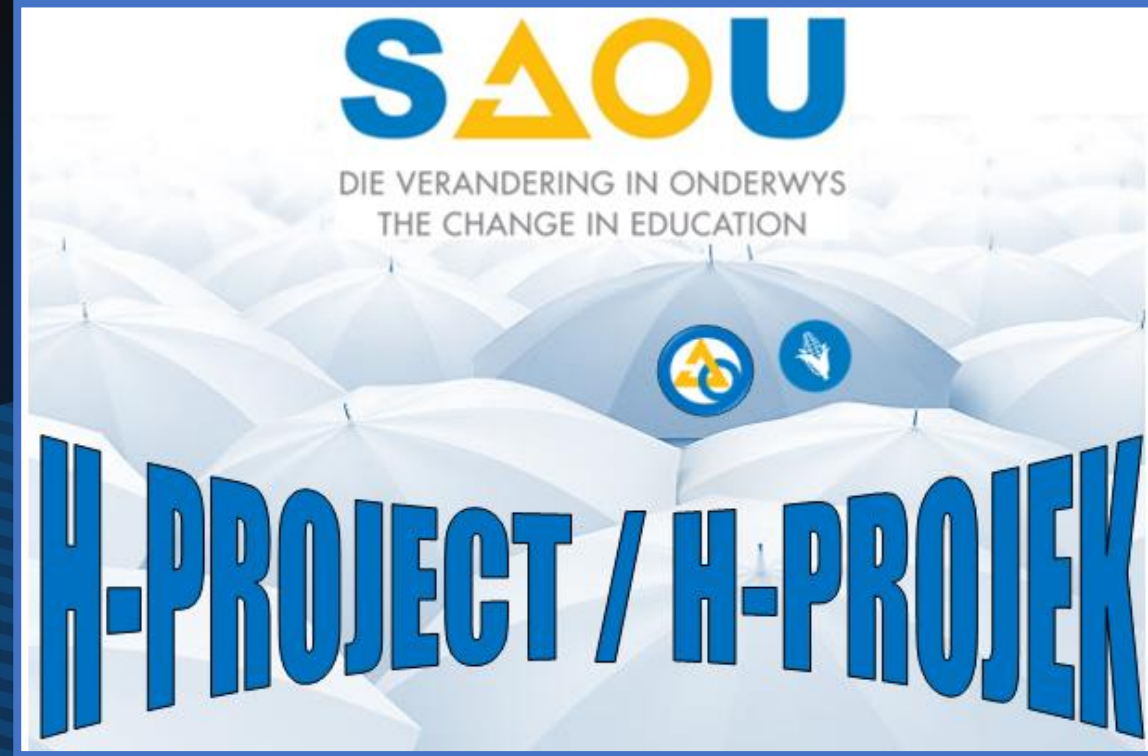


**Duties of a Departmental head: Academics, Curriculum manager, Mentorship and achieving a above average learning environment**



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# Core duties HOD according to the PAM

## Teaching

- ✓ 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.

## Extra- & co-curricular

- ✓ To be in charge of a subject, learning area or phase.
- ✓ To jointly develop the policy for that department.
- ✓ To co-ordinate evaluation/assessment, homework, written assignments, etc. of all the subjects in that department.



# Extra- & co-curricular

## To provide and co-ordinate guidance:

- ✓ On the latest ideas on approaches to the subject, method, techniques, evaluation, aids, etc. in their field, and effectively conveying 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.

# Extra- & co-curricular

## To control:

- ✓ The work of educators and learners in the department.
- ✓ Reports submitted to the principal as require.
- ✓ Mark sheet.
- ✓ Test and examination papers as well as memoranda.
- ✓ The administrative responsibilities of staff members.
- ✓ To share in the responsibilities of organizing and conducting extra and cocurricular activities.

# Personnel

- ✓ To advise the principal regarding the division of work among the staff in that department.
- ✓ To participate in agreed school/educator appraisal processes in order to regularly review their professional practice with the aim of improving teaching, learning and management.

# General/administrative

To assist with the planning and management of:

- ✓ School stock, text books and equipment for the department.
- ✓ The budget for the department.
- ✓ 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.

# Communication

- ✓ To co-operate with colleagues in order to maintain a good teaching standard and progress among the learners and to foster administrative efficiency within the department and the school.
- ✓ To collaborate with educators of other schools in developing the department and conducting extra-curricular activities.
- ✓ To meet parents and discuss with them 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 one's professional views/standards.
- ✓ To co-operate with further and higher education institutions in relation to learners records and performance and career opportunities.
- ✓ To maintain contact with sporting, social, cultural and community organizations.
- ✓ To have contacts with the public on behalf of the principal.



# Core duties of the HOD regarding Academic's in AOO and Senior phase

## **Roll of the HOD – Hands on**

- ✓ ATP's (Annual Teaching Plan)**
- ✓ Assessment**
- ✓ Control**
- ✓ Data analysis**

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# **Roll of the HOD – Hands on**

## **ATP's (Annual Teaching Plan)**

### **What, When and How**

- **What is the content – Syllabus**
- **When will you asses**
- **How will you asses**
- **(Both AOO and Secondary phase)**

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# **Roll of the HOD – Hands on Assessment**

**The school's policy on assessment**

- **Departmental / Schools assessment**
- **Assessment program**
- **Coordinate workload and division of work**

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## **Roll of the HOD – Hands on Control**

- **Setting of assessment tasks**
- **Pre-moderation of Question papers, marking guidelines and grids.**
- **Marking guideline discussions and marking of scripts together**
- **Post-moderation**

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# **Roll of the HOD – Hands on**

## **Data analysis**

- **Level distributions**
- **Academic Performance Improvement Plan**
- **(Set, evaluate, adapt constantly)**
- **Regular Subject meetings**

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# Curriculum manager

SAOU

# Good practices:

- ✓ Setting goals
- ✓ Strategies
- ✓ Evaluate





# Setting Goals

- ✓ Goals including learners, subjects and individual teachers  
Including Pass rate, averages and improving underperforming learners
- ✓ Lead by example
- ✓ Passion and drive

# Strategies

- ✓ Know the people in your department
- ✓ Train the teachers on content, personal development, computer literacy and technology
- ✓ Classroom management and discipline
- ✓ Planning

# Evaluate

- ✓ Teachers (QMS)
- ✓ Textbooks, notes, homework, assessments
- ✓ Time allocation
- ✓ Intervention and remediation
- ✓ Feedback
- ✓ Reflect on the goals and strategies

# Learning environment: Achieving extraordinary goals



**Elements to create a learning environment that motivates learners to perform:**

- ✓ **Teacher**
- ✓ **Classroom**
- ✓ **Learners**

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## Teachers

- ✓ Enthusiastic and positive
- ✓ Get to know some personal things of learners / Connect
- ✓ Have empathy
- ✓ Employ interactive games and activities
- ✓ Set Class rules

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## Classroom

- ✓ Neat
- ✓ Subject related and interesting
- ✓ Decorate your class with students work
- ✓ Safe and secure space

UNOAS

## **Learners**

- ✓ **Before learners can succeed academically, they must feel safe both physically and mentally**
- ✓ **Recognize student's work or effort in different ways.**
- ✓ **Connectedness**
- ✓ **Trust**
- ✓ **Value**

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## **General**

- ✓ **Informal assessment**
- ✓ **Formal assessment**
- ✓ **Diversify – Different achievements  
different approaches**
- ✓ **Exam guidelines (Gr.10 -12)**
- ✓ **Diagnostic Reports (Marking  
experience)**
- ✓ **Evaluate and adapt**

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# Mentorship

## **Difference between**

✓ **Mentor**

✓ **Coach**

✓ **Parent/Teacher**

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# 3 Take aways

- ✓ Shared  
Values/Chemistry/Appeal
- ✓ Agreement/Rules
- ✓ Implement/Best practice



# Shared Values/ Chemistry

- ✓ Shared subject
- ✓ Mutual interests
- ✓ Common ground
- ✓ Share personal history
- ✓ Share specific  
childhood situations

Photo can be added here at the back, logo below is transparent....

# Agreement/Rules

- ✓ Once a week
- ✓ Same place and same time
- ✓ 20 min

Very meeting must have a

## Agenda

1. Good news
2. Implementing feedback
3. Issues/ Challenges
4. What are you exited about in the next week

# Implement/ Best practice

- ✓ Critique 2:1
- ✓ Prescribing
- ✓ Speaking of experience

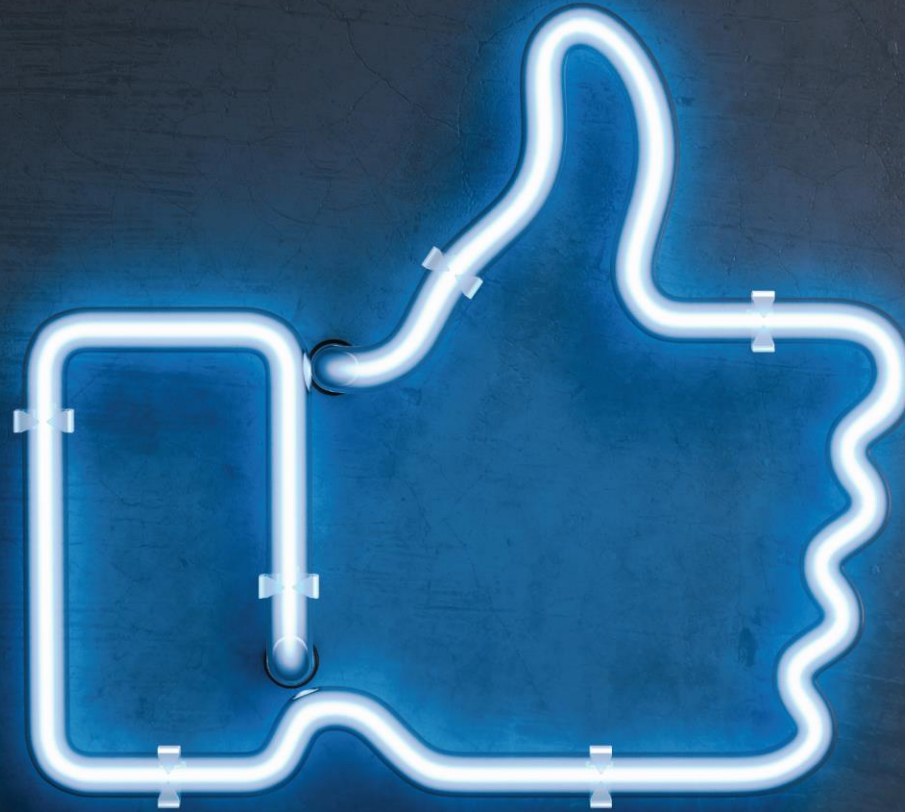
**IF YOU WANT TO GO FAST,  
GO ALONE.  
IF YOU WANT TO GO FAR,  
GO TOGETHER.**

**- AFRICAN PROVERB**

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