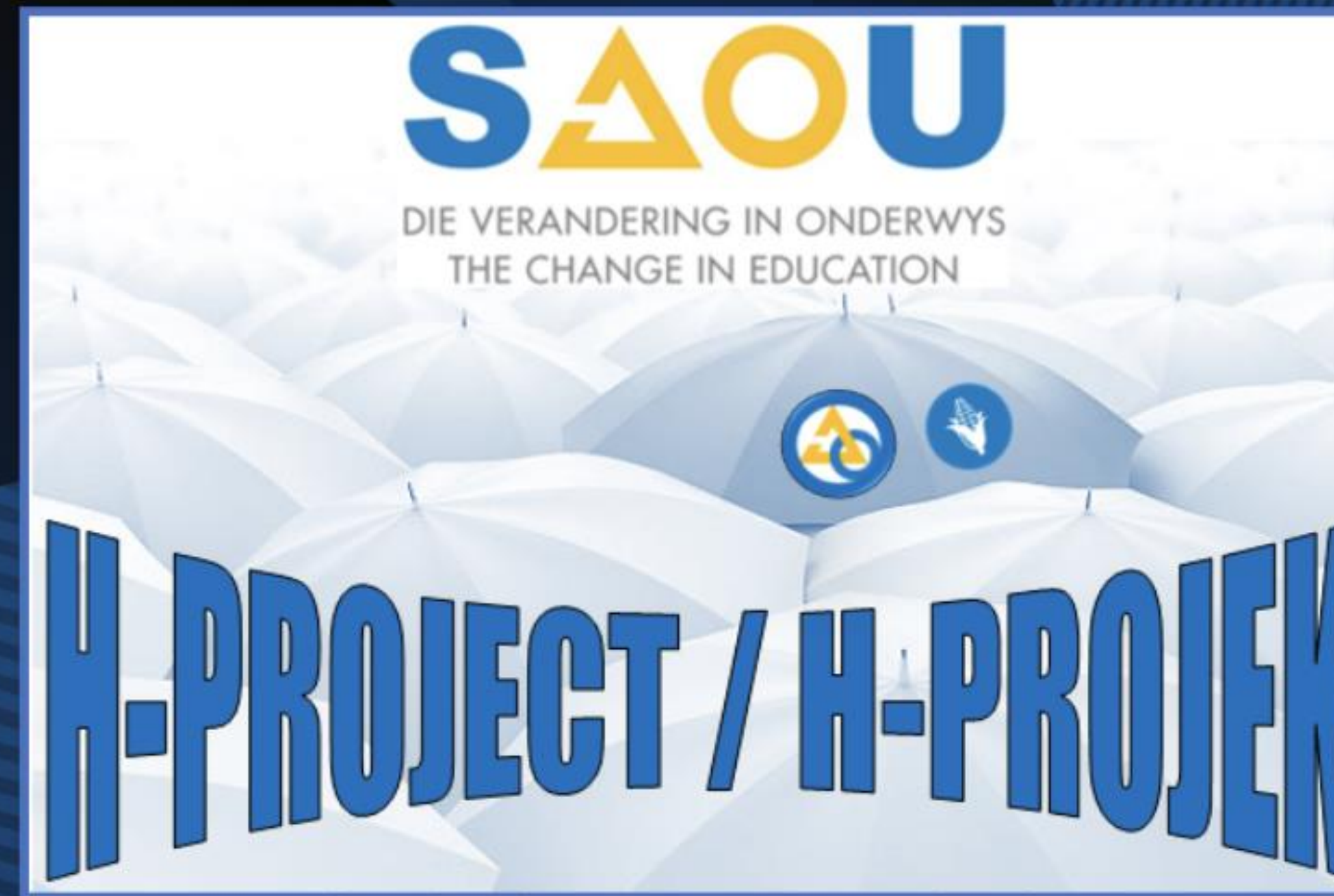


# Duties of a Departmental head in regards to academics in primary schools.

**PRESENTED BY: NATASHA VAN DER MERWE**  
DATE: 26 April 2022





## CORE DUTIES AND RESPONSIBILITIES OF A DEPARTMENTAL HEAD:

The duties and responsibilities of the job are individual and varied, depending on the approaches and needs of the particular school, and include, but are not limited to, the following:



## (i) TEACHING

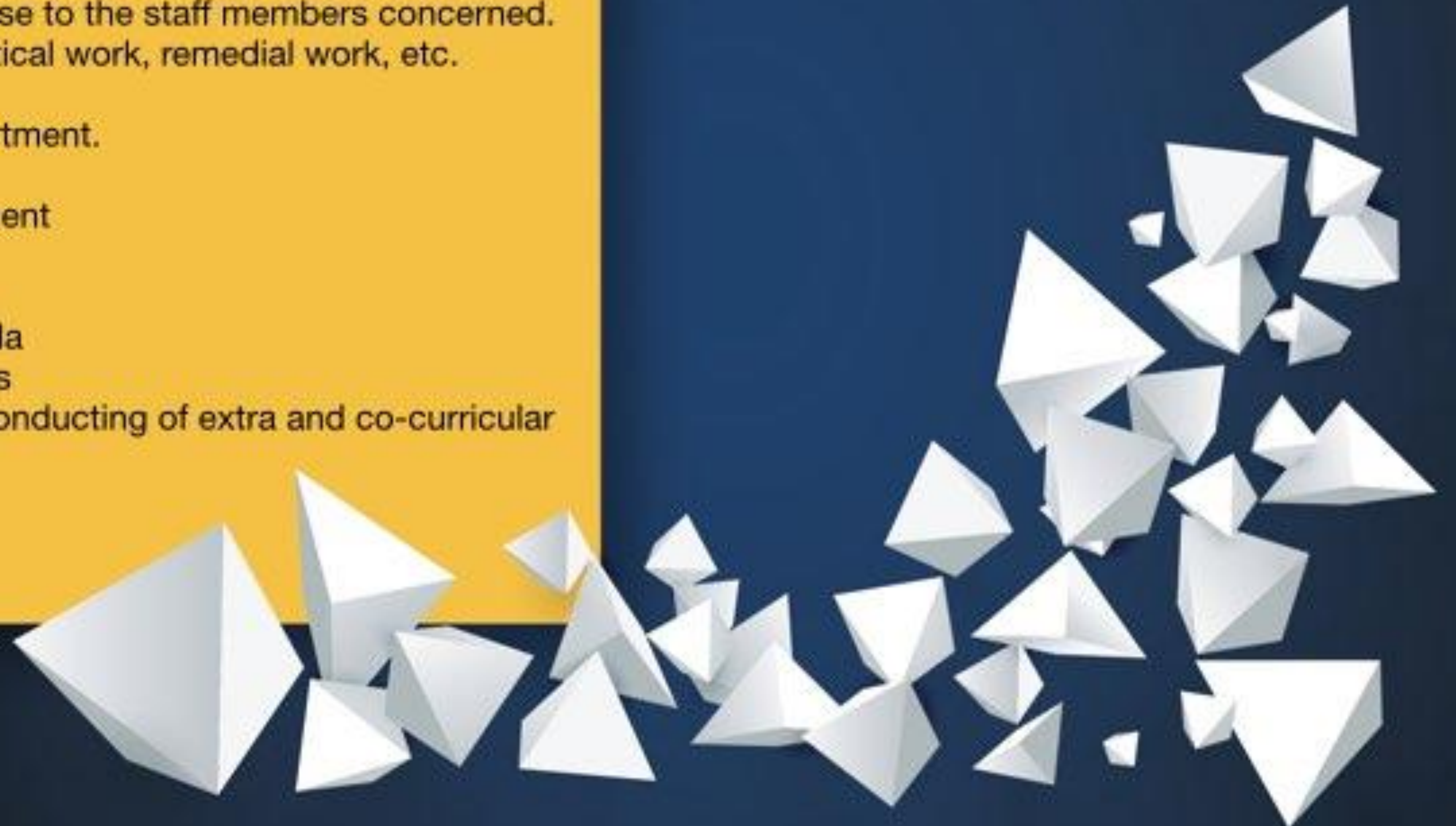
- To engage in class teaching as per workload of the relevant post level and the **needs of the school.**
- To be a class teacher if required.
- To assess and to record the attainment of learners taught.





(ii) 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.
- 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 syllabuses, 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 of extra and co-curricular activities.





### (iii) 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.





#### (iv) GENERAL/ADMINISTRATIVE

- To assist with the planning and management of:
  - school stock, text books and equipment for the department
  - the budget for the department and
  - subject work schemes





(v) 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 organisations.
- To have contact with the public on behalf of the Principal.





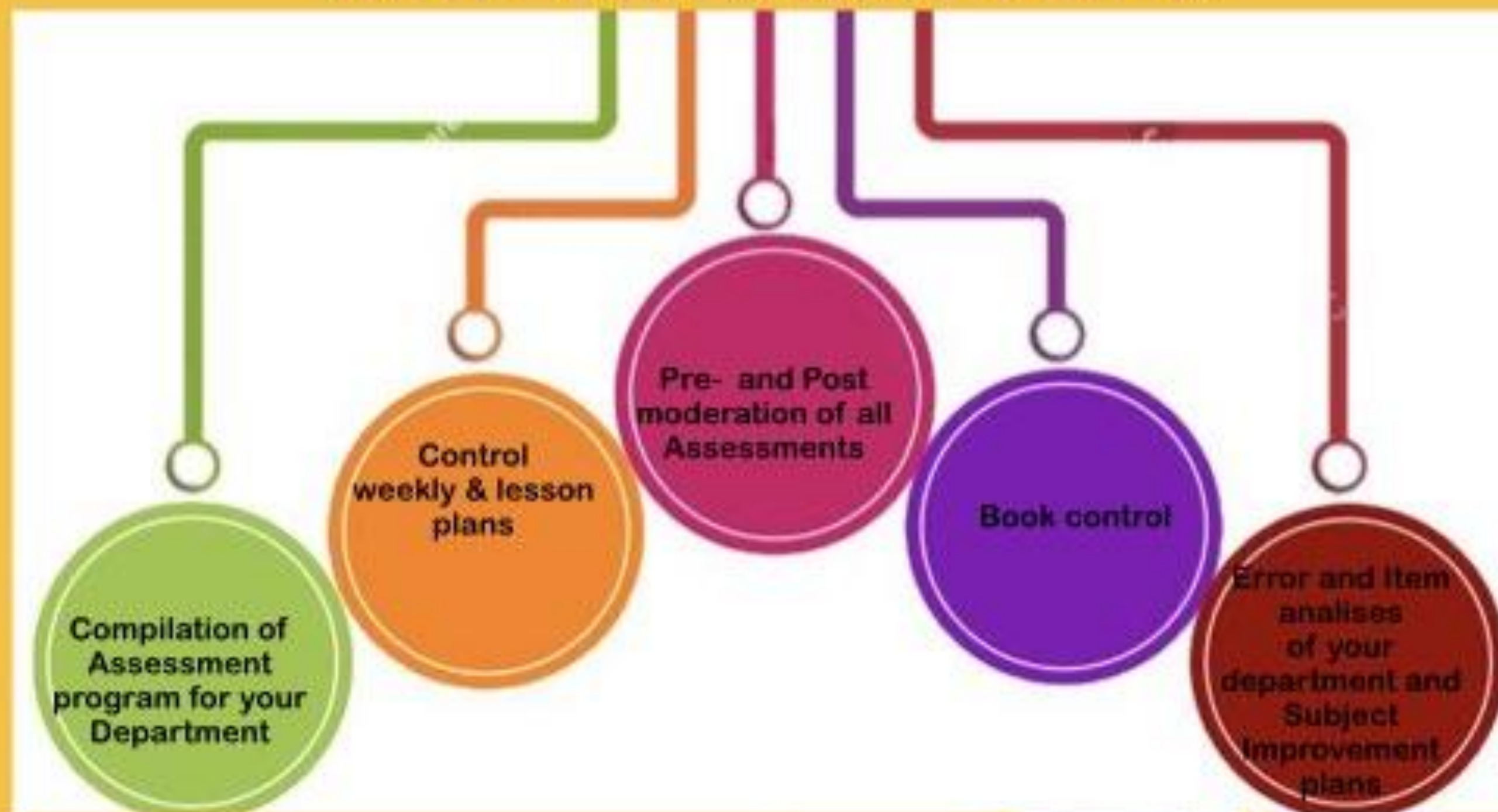
### Other

- 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 her/his absence from school if the school does not qualify for a Deputy Principal or in the event both of them are absent.





## Key notes to remember during each academic term.





## Being a good Curriculum leader means:

- 💡 Get everyone on board
- 💡 Clear goal setting
- 💡 Good and thorough planning
- 💡 Ongoing control and guidance
- 💡 Evaluate end product
- 💡 Compile improvement plan on areas of concern





# Mentorship

A cluster of white, three-dimensional geometric shapes, including triangles and pyramids, arranged in a dynamic, upward-spiraling pattern on the right side of the slide.

SAOU



- 👍 Willingness to share skills, knowledge and expertise.
- 👍 Demonstrate a positive attitude and acts as a positive role model.
- 👍 Takes personal interest in the mentoring relationship.
- 👍 Exhibits enthusiasm in his or her field.
- 👍 Values ongoing learning and growth in the given field.
- 👍 Provides guidance and constructive feedback on a ongoing basis.
- 👍 Respected by colleagues and employees in all levels of the school.
- 👍 Sets and meets on an ongoing personal and professional goals.
- 👍 Values the opinions and initiatives of others.
- 👍 Motivates others by setting a good example.

DOAS



## Creating a positive learning environment:

- ✓ believe in your own abilities
- ✓ believe in your educators abilities
- ✓ believe in your learners abilities

If you expect the best of your learners and educators and show them that, that is what you will get. If you believe the worst that is also what you will get.

Being prepared is the ultimate recourse when you want to have an above average learning environment.



**Relationships  
matter!**

**LIFE IS LIKE**  
**a camera**

*Focus on what's important  
Capture the good times*

AND IF THINGS DON'T WORK OUT,

*just take another*  
**shot**

- by Ziad K. Abdelnour

**SAOU**



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