



ST THOMAS NYABULA SECONDARY SCHOOL

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20th January, 2022

DUTIES AND RESPONSIBILITIES ACADEMIC MASTER/ MISTRESS

GENERAL DUTIES;

- To prepare the block timetable.
- To prepare the academic provisional calendar and present it in a staff meeting for approval.
- To ensure that teacher prepare professional documents including scheme of work, teaching notes, lesson plans and fill in logbooks, also to make a close follow up on class journals and give out weekly report to headmaster`s office.
- To establish teaching work load depending on teacher`s area of specialization, experience and education level.
- To make sure that the school timetable is followed accordingly.
- To arrange for academic meeting at least once per month and communicate with the headmaster.
- To coordinate and supervise the preparation of assessment test including weekly test, midterm examinations, terminal examinations and annual examinations
- To cooperate with departmental heads in assessing and evaluating quality of examination set and approve or disqualify them where necessary.

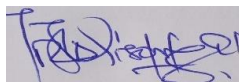
- To cooperate with heads of subjects departments in supervision of daily teaching process.
- To receive academic progressive report from heads of departments and work on weaknesses noted immediately
- To coordinate and supervise all examinations process including but not limited to typing, proofreading, photocopying and storage.
- Setting the invigilation timetables.
- Advising the head master on teacher`s deployment.
- Preparing periodical academic progressive report and present it in a staff meeting.
- To make sure that examination are processed in secret and done without being exposed to student in any way.
- To ensure all results are submitted timely.
- To participate in academic inspection.
- To participate in staff recruitment.
- To inspect lesson plan, lesson notes, logbook, class journals and exercise books thoroughly.
- To advise the headmaster on staff retrenchment basing on their historical poor performance.
- To perform any other duties as may be assigned by the Management.
- To attend administrative meetings.
- To encourage and supervise English speaking in the school

DUTIES OF HANDLING EXAMINATIONS

- To proofread the exams and make sure they meet the required standard depending on the level of the class and recommend them to the heads of department
- To prepare examinations time table for all internal examinations.
- To prepare the timetable for invigilation for all internal examinations.
- To ensure that examination rules and regulations are followed by all students.
- To ensure that all examinations editing, printing and photocopying is done accordingly, and make sure exams are kept well in a safe place.
- To ensure that exams are marked and results are given out timely.
- Preparing students reports and fill in students diaries with all the marks required.
- To cooperate with departmental heads in assessing and evaluating quality of examination set and approve or disqualify them where necessary.
- To make sure that examination are processed in secret and done without being exposed to student in any way.

Wishing You Best of Luck

Rauce Kisonga

A handwritten signature in blue ink, appearing to read 'Rauce Kisonga', is placed over a light grey rectangular background.

Headmaster

CC: School Director

