



ST THOMAS NYABULA SECONDARY SCHOOL

PO Box 170, Iringa

Office Phone Number: +255755 302 572

Email: emilkindole@yahoo.com

Website: www.nyabulaparish.or.tz

20th January, 2022

DUTIES AND RESPONSIBILITIES OF HEADS OF DEPARTMENT

- You are full in charge of the department in terms of curriculum and extracurricular activities.
- To make a clear follow up of the department members' competences and suggest appropriate class they fit and foresee the quality of education and educational support for students in the department.
- To communicate any problem or hindrance the department faces and present progressive report of department to the academic office when required.
- To keep records of the departments' meetings, suggestions, strategies and implementations.
- To make sure department has enough (adequate) and relevant teaching materials and teaching aids e.g text books and reference books and manage resource for the department as delegated by the head of school.
- To establish and accumulate enough bank of questions for the subjects that falls under your department for all classes.
- To share some academic challenges and discuss together any difficult topics or subtopic as a panel and act as a mentor for staff career development, progression and promotion.

- To assess, evaluate and suggest some possible means of improving the department`s performance by identifying, initiate, inspire and promote academic activities within the department and across the school.
- To make serious check up on lesson plans, subject logbooks, lesson notes, scheme of works and syllabus coverage.
- Preparing marking scheme for the internal and external examinations and sharing equally with the students
- To participate more widely in the leadership and management of the school by being engaged with relevant committees and other working groups.
- To ensure all lessons are covered as necessary even if one member of the department is absent.
- To manage the department daily affairs and identify needs for training.
- To schedule and arrange departmental meeting at least once in a month so as to discuss various academic issues pertaining to the department`s academic success and failures, and submit a copy of the minutes to academic and headmaster`s office.
- Reviewing teachers report on exercise inspection and work on it timely.
- To ensure that the department is active in implementing the school`s policies especially the child protection, health and safety.
- To report any professional misconduct to the headmaster for further actions
- To encourage use of English language in all of our activities as a language of instruction

Wishing You Best of Luck

Rauce Kisonga

Headmaster

CC: School Director