



ST THOMAS NYABULA SECONDARY SCHOOL

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DUTIES AND RESPONSIBILITIES OF THE SECOND MASTER

GENERAL DUTIES

To assist the Headmaster in leading and managing the school by:

- Determining the vision, mission and strategic direction of the school so as to improve the quality of education
- Playing a major role in formulating and reviewing the School Development Plan, its aims, objectives and priorities by:
 - a) Developing and reviewing the policies through which the objectives set will be achieved;
 - b) Leading and managing staff resources
 - c) Monitoring and evaluating progress towards their achievement
 - d) Assisting in the day-to-day running of the school.
 - Maintaining a high profile around the school.
 - Being a role model for good classroom practice and general behavior.
 - Leading on delegated areas of responsibility.
 - Contribute to safeguard and promote the welfare, personal well-being and care of students
 - Deputizing for the Head master in the event of absence or other urgent business

- Assisting the head master and the school management team in planning, organizing, coordinating and running of the school programmes.

Strategic Direction and Development

- To contribute to the clear core values of the school so as to maintain effective and efficient school programmes.
- To contribute to curriculum design and development by ensuring that it meets the needs of students, enables continuity of learning and effective progression of achievement, including all related policies.
- To initiate and manage effectively staff development and training programmes basing on identified key areas.
- To assist the head master in the implementation of staff performance appraisal.

Leadership and Management

- To inspire, challenge, motivate and empower others to attain challenging outcomes.
- To establish clear expectations and constructive working relationships among staff.
- To initiate, manage change and improvement by ensuring positive staff participation, effective communication and procedures are adhered to.
- To maintain high expectations of all staff and be prepared to challenge poor performance.
- Act as a line manager and a mentor to designated subject teachers and departmental heads by supporting them appropriately and aiding the development of key documentation and implementation of the school policy.
- To demonstrate high professional standards.

- To support and assist the Head master in planning, managing and monitoring the use of resources effectively to achieve the aims of the school.

Learning and Teaching (operational) duties

- To play a major part in securing outstanding classroom practice across the school.
- To encourage innovation, the development of independent learning, co-curricular activities and the further use of technologies.
- To ensure that the learning and teaching provided by different teaching teams form a coordinated, coherent curriculum which achieves the best possible outcomes for all.
- To ensure that information on student academic progress is used to improve teaching and learning, to inform and motivate students, and (guardians) parents.
- To contribute to the monitoring and development of learning and teaching and raise staff commitment to academic improvement.
- To participate in whole school academic data analysis to determine how well the school is performing and assist with target setting as appropriate as possible.
- To maintain a secure, caring, welcoming, happy, stimulating and challenging learning environment.

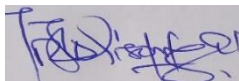
Supportive Responsibilities and Duties

- To be responsible for collecting, analyzing and evaluating whole data and supporting teachers with using this information to raise standards.
- To make sure that classes are covered in the absent of a class teachers

- To implement the education policy and advocate equal opportunity for all staff and students irrespective of sex, gender, race, disability and special needs.
- Devising opportunities for student consultation and leadership, specifically in areas related to their responsibilities.
- Organizing and assisting in the delivery of parent consultation day
- Contributing to the gathering and collation of stakeholder views.
- Attending school events and functions, as well as appropriate meetings with colleagues and parents/cares.
- Assisting with the marketing of the school, organizing key events as appropriate and acting as an ambassador for the school at high profile functions.
- To actively engage in Performance Management and Continuing Professional Development to ensure professional skills are kept up to date and further developed.
- To encourage English speaking in the school
- All other as may be given by your superiors

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

