

Roles and responsibility of Academic staff

1) Principal

The Principal is over all head of the schools. He/she shall be the guardian of the policies and overall management of the school. He/she shall over see the effective implementation of school policies and programmes in the school. To that effect, the Principal shall be the Chairperson of the School management Team. In order to shoulder the responsibility, the following are the broad functions:

- He/she shall be the main figure head in steering the journey of the school.
- He/she shall ensure that the sanctity of the vision, mission, goals and the policies of the school are upheld and safeguarded.
- Safeguard the welfare of all the working staff and students at all times.
- As the chairperson of the SMT, he/she shall be a member in the SMB and shall be responsible to present the annual progress of the school in the SMS meeting.
- As the chairperson of the SMT, he/she shall ensure effective coordination between the working committee and anchor the school on the path of continuous improvement.
- Coordinate in the preparation of long term and short term plan of the school and accordingly the annual plan and budget for the management of the school.
- Principal as instructional leader shall teach a teaching subject and also support the HoDs in providing coaching to the teachers.
- Support in monitoring the effective implementation of the curriculum delivery.
- Coordinate the conduct of biannual performance review of all the staff and ensure career progression and capacity development.
- Chair the School Disciplinary Committee meeting on major disciplinary issues that demands last warning before the suspension and expulsion of the students.
- Chair the meeting on matters related to staff disciplinary issues.
- Chair the general staff meetings and Parent-Teacher meetings.
- The Principal shall be the spokesperson to the outside agencies, including the parents, on matters of management of the school.
- Represents the school, unless delegated, in all meetings outside school that demands school's representation.

2) Vice Principal(Academic Affairs)

The Vice Principal for academic affairs is responsible for all the academic related matters and works in close coordination with the Subject teachers, Class teachers, Head of Departments and Exam Coordinator. Specifically, he/she will be responsible to:

- Run the school in absence of Principal.
- Chair the academic committee meeting.
- Steer all matters related to smooth implementation of the curriculum.
- Be a role model in teaching and take adequate teaching period.

- Coordinate appointment of Class teachers, HoDs and Exam coordinator.
- Ensure smooth classroom management for effective teaching-learning.
- Ensure good classroom attendance.
- Coordinate developing timetable and duty roster for morning/evening/night studies.
- Coordinate substitution class along with ToD.
- Coordinate result analysis and remedial class along with Exam Committee.
- Supervise smooth conduct of examination both home and the board examination
- Maintain and keep proper record of all home and the board Examination results.
- Coordinate awards for students excelling in academic along with Exam Committee.
- Be a signatory member on students' academic transcripts.
- Serve as a member of the SMB and SMT.

3) Vice Principal (Student Affairs)

The Vice Principal for student affairs is responsible for all the matters related to welfare of the students such as health, spiritual, counseling, other welfare need and discipline of the students. He/she would work in close coordination with the subject teachers, class teachers, wardens, matrons, students' mess and student leaders. Specifically, he/she will be responsible for:

- Chair the Student Welfare Committee meeting.
- Chair all disciplinary matter till last warning for suspension.
- Chair meeting with the student leaders on matters related to student welfare.
- Chair the students' award sub-committee and propose to the Principal for approval.
- Be a role model in teaching and take adequate teaching period.
- Coordinate appointment of Wardens and Matrons and Student leaders.
- Steer all matter related to student welfare.
- Strengthen counseling of all the students
- Coordinate programmes related to spiritual development of the students.
- Ensure healthy food, safe drinking water and sanitation of the school.
- Ensure proper discipline in the school in coordination with other stakeholders.
- Grant leaves and hospital visits to the day scholar students and maintain records.
- Grant permission for cultural and field trips.
- Be a signatory member on students Character Certificate.
- Serve as a member of SMB and SMT.

4) Assistant Principal(Co-curricular activities)

The Assistant Principal for co-curricular activities is responsible for all matters related to Games, Cultural and Literary activities in the school. He/She will work in close coordination

with the House Teacher, Teacher-In charge for Games, Cultural and Literary and student leaders responsible for co-curricular activities. Scouting is a part of cultural activity. Specifically, he/she will be responsible for:

- Chair meeting on matters related to co-curricular activities.
- Be a role model in teaching and take adequate teaching period.
- Ensure proper conduct of the co-curricular activities as per school calendar.
- Coordinate appointment of House teachers.
- Draw minimum baseline/criteria for all athlete discipline.
- Ensure proper facilities for the conduct of the co-curricular activities.
- Ensure students participation in the co-curricular activities both in the school and outside.
- Maintain record of the students' participation.
- Be a signatory member on students' character certificate.
- Serve as a member of SMB and SMT.

5) **Head of Departments (HODs)** are an important group of professional and highly experienced people in the school. They are the academic leaders in the school. They shall ensure coordination and smooth functioning among the subject teachers of their respective discipline. Following are the range of their responsibilities:

- Be a model teacher in teaching-learning.
- Lead the members of their subject discipline.
- Set goals and standards for their subjects.
- Ensure proper delivery of curriculum and timely coverage of the syllabus.
- Identify barriers to achievement in their department and initiate strategies for their improvement.
- Ensure proper compliance to curriculum delivery requirements on matters pertaining to quality syllabus coverage, student assessment, question setting and remediation.
- Guide and support new teachers in their department.
- Provide assistance to the academic department.
- Lead professional development programmes and share information and resources.
- Participate in programmes and instructional planning with the colleagues.
- Organize departmental meetings.
- Promote healthy atmosphere and collegiality among within their department.
- Member of the school level monitoring and support services.
- Guide and escort students in participation outside school.

6) **Wardens and Matrons** are like the guardians for the boarding students. Therefore, they form another important level of school management. While in general, their responsibility is expected to be throughout the day and night, their main responsibility will be before after the

daily classroom teaching. They must ensure care and discipline in the hostel. Their main responsibility would include:

- Ensuring health care in the hostel;
- Ensuring cleanliness in the hostel;
- Ensuring care of properties in the hostel;
- Ensuring attendance in the hostel;
- Ensuring discipline in the hostel;
- Attend to meal duty;
- Represent in the various working committee and discipline committee.

7) **House Teachers** form a unit quite different from class system. A house will have members from different classes, thereby giving opportunity for the students to mix with each other. The house teachers will act as the overall in-charge of their respective houses and coordinate all house activities and competitions. Their responsibilities would include to:

- Support students from different class/streams to mingle and promote friendship.
- Encourage pupil's participation in the programmes and activities laid out for the house.
- Supervise and ensure the achievement of the house in different competitions – literary, culture and games.
- Maintain records of the pupils' participation and achievement in co-curricular activities.
- Perform administrative responsibilities over the house pupils such as: assembly attendance, uniform check up and communicate with parents on need basis when the school invites the parents.
- Coordinate to share information with the concerned class teacher.
- Be a member in the School Management Team, especially Student Support Service Committee on matters pertaining to the students of his/her house.

8) **In-charge Teachers for co-curricular** form a level of responsibilities that require professionalism and dedication. They will be responsible in designing activities that would complement curriculum and promote wholesome education. Following are the range of their responsibilities:

- Plan and design various co-curricular activities.
- Participate in school planning.
- Coordinate to organize the conduct of the activities enshrined in the school calendar.
- Effective coordination with house teachers to ensure proper conduct of activities.
- Encourage students' participation in the various activities identified.
- Take active-part in the co and extra-curricular activities.

9) **Class Teachers** are the next smallest unit and the most crucial point of contact for students. They play a key role in all aspects of the pupils' life at school on matters of welfare, personal

development, academic progress and behaviour. Accordingly, the range of responsibilities include:

- Maintain record of each student in their class.
- Set annual performance target for the class.
- Ensure the class environment conducive for learning.
- Monitor students' attendance, their progress, behaviour and achievement.
- Keep in touch with the concerned House Teachers and Subject Teachers of those students requiring constant guidance and support.
- Carryout attendance in the assembly and monitor irregular students and deal accordingly.
- Write referral letters for their pupils when required.
- Carryout all administrative works like issuing books, preparation of result, record keeping, etc.
- Encourage, advice, counsel and guide students on academics, career choices and behaviour.
- Provide role model to the students.
- Provide feedback to the administration and students on their progress.
- Communicate with parents/guardians about their child's progress/shortfall, and expectations when the school invites the parent to the school.
- Be a member of the Student Support Service Committee on matters pertaining to the students of his/her class.

10) Subject Teachers are the smallest unit and the single most important people in the school in providing role model and promoting academic excellence and the overall growth of pupils. In this regard, subject teachers have the following role model:

- Keep abreast with the curriculum requirements – syllabus and curriculum changes.
- Planning of the lessons using year plan, term plan, unit/block plan and week plan.
- Teaching lessons through variety of strategies, developing it systematically with proper lesson introduction, development and closure.
- Adopt Differentiated Instruction while teaching or classroom management.
- Ensure proper student assessment and remediation.
- Maintain record of students' academic achievement.
- Set annual performance target.
- Help pupils catch up with work when they have been absent.
- Liaise with class teachers on matters of pupil's attendance and behaviour.
- Systematically monitor academic achievement and provide feedback.
- Ensure the optimal use of instructional time.