

DEPARTMENTAL RESPONSIBILITIES

CURRICULUM	
TASK	PROCEDURE
<ul style="list-style-type: none"> • Ensure schemes, plans are up to date and accurate • Supervise staff and checks on planning and records • Meet regularly with the academic coordinator/ Senior leadership weekly • Manages curriculum resources effectively 	<ul style="list-style-type: none"> • Select books and resources for the academic year from the samples available in coordination with teachers and submit before December vacation in the format given. • Prepare plans & schemes (month, content, learning outcome & activities) by the end of March. • Plan appropriate subject specific activities like math week, mental math, outdoor or lab activities to enrich students' knowledge and skills. • Hands on activity kit mapping, planning implementation of the same in lessons. • Collect samples of student works (two or three) weekly from all sections to ensure curriculum coverage as per the scheme and note them in the content planner. • Brief the academic coordinator weekly along with the formats and update curriculum standard as per the feedback. • Submit a monthly dept record that includes content planner review of each grade, with photographs showing the use of resources, student works(different ability groups), departmental activities ,learning activity report , formal and informal lesson observation report, skill assessment sheets, notebook scrutiny report , meeting minutes on or before 30th of every month to AC. • Please note photos or videos can be submitted through USB
STUDENTS ASSESSMENT	
<ul style="list-style-type: none"> • Ensures students are kept informed of assessment deadlines, expectations etc Ensure • the question papers are set as per the norms developed by the curriculum committee. • Ensure all question papers are standardized and reviewed using the checklist provided. • Ensure differentiated question papers are set as per the different ability groups. • Plan remedial teaching for the academic improvement one week before the commencement of the assessment • Analyse the aggregated assessment data and submit a report • Ensure students make sufficient progress after each assessment. • Use assessment data to modify the curriculum 	<ul style="list-style-type: none"> • Provide portions of assessments 15 days before the commencement of examination to the GC • Collect, proofread and submit the question papers along with checklist and answer key or marking scheme 15 days before the commencement of the examination to AC in PDF format. (Ac will print and give back for final verification within five days of the submission) • Extended sheets for more able learners and practice sheets for slow learners (Revision) • Collect analysis data from the subject teachers to make a report with the graphical representation and submit to the section coordinator and Academic coordinator one week after the assessment. • Based on the analysis of data, schedule plans and procedure for further improvement in the performance of students and submit the same to the Academic coordinator.
STUDENTS ACTIVITIES	

<ul style="list-style-type: none"> • Ensure every child gets opportunities to show their talent and abilities. • Ensure students recognize and appreciate department's activities. 	<ul style="list-style-type: none"> • Schedule and plan departmental activities for every month that include inter school/intra school activities and submit the plans to Activity coordinator a week advance. • List, record and provide necessary rewards to students who shows performance in activities in consultation with Activity coordinator.
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TEACHING AND LEARNING

<ul style="list-style-type: none"> • Ensure targets for different ability groups are • and reviewed during the period of each after periodic assessment (4 targets or tasks in a year) • Ensure differentiated targets are assessed and assess one or two students' work from each marks grade and record observation in the the last week • Ensure notes of respective lessons are given of time. (Qualitative remarks and individual • learning target should be specified in the notes) section coordinators at the last week of every • Ensure the lessons are taught with SMART • objective, with proper resources where every is engaged and is learning. (Child copy of centred/activity oriented/Differentiated lesson) week and submit the reports to the section • <ul style="list-style-type: none"> • Schedule and Provide opportunities for students to prepare participate in various departmental SDP celebrate the achievements (date and submit reward policy) • <ul style="list-style-type: none"> • Teachers should Ensure lessons are taught as per the lesson reflection. • Ensure TLC sessions are utilized by the teachers Learning to review their lesson planning. worksheets for particular grades are ready in case of absence of any teacher. grade teacher and should be • Ensure teacher absence worksheets are utilized effectively and assessed by the subject teacher. 	<p>Collect the targets and distribute the grade coordinators planned proper verification.</p> <p>properly and recorded as subject enrichment • Collect work scrutiny format given and submit to the section supervisor at every month. properly as prepared and corrected them on Collect one or two notes from each grade and record the observation in the work scrutiny format and submit them to the month.</p> <p>Conduct not less than two full lesson observation (formal / informal) and give feedback to the teacher and submit the student observation report to the SDP coordinator</p> <ul style="list-style-type: none"> • Conduct not less than two walk through observations in a supervisor. <p>conduct section wise or class wise departmental activities and submit the action plan to the well and coordinator one week prior to the scheduled activity activities and reports of the same to the SDP coordinator</p> <p>submit lesson plans during formal lesson observations, verify and get the plan back after their self plans.</p> <ul style="list-style-type: none"> • Collect TLC review formats from particular Teacher Coaches and to be filed in dept folder. Ensure Teacher absence • Teacher absence worksheets should be collected from each submitted to section supervisor
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COMMUNICATION & PROFESSIONAL LEADERSHIP

<ul style="list-style-type: none"> • Ensure department action plans are shared among all the department teachers and reviewed during specific time period. Ensure effective communication with the department teachers, academic coordinator, grade coordinator, section supervisors, activity coordinators and senior leadership. • Provide modal classes, cascading sessions and opportunities to share best practices between the departments and department members. 	<ul style="list-style-type: none"> • Department action plans should be duly signed by the lead and monitors of each performance standard. • Attend the meetings with the said stake holders as per the scheduled time and sign the meeting minutes and abide by the decisions taken. • Help newly appointed teachers to attain the targets set by the AC. Have a direct meeting with them within 2 days of their appointment and explain department targets and procedures. Follow up the same. • Conduct one model class monthly and cascading sessions as per the external PD attended. Give time to discuss best practices with the department members once in a month and implement the same into others lesson. Keep a record of the same.
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