

## Duties and responsibilities of Section Supervisors

Task	Procedure	Evidence
<ul style="list-style-type: none"> <li>• Ensure schemes, plans are up to date and accurate</li> <li>• Supervise staff and checks on planning and records</li> <li>• Manages curriculum resources effectively</li> <li>• Meet regularly with the academic coordinator/ Senior leadership weekly/daily</li> <li>• Manages the distribution of differentiated target/task sheets in the section in appropriate time</li> </ul>	<ul style="list-style-type: none"> <li>• Work with subject in charge teachers and help HOD to prepare the curriculum /content planning as per the requirement set by AC.</li> <li>• Conduct WT, LO/NO daily and see the curriculum transfer in lessons and give the report to AC</li> <li>• Scrutinize the curriculum plans with the resources and ensure its breadth and depth set by AC.</li> <li>• Perform Learning walks daily in the section and check randomly for effective use of resources</li> <li>• Brief the VP on the progress observed in the curriculum weekly.</li> <li>• Meet the SLT daily in order to focus on special targets.</li> <li>• Follow up with grade coordinators for the timely distribution of differentiated target /tasks. (4 tasks per year)</li> </ul>	<p>Curriculum/content plan of the section.</p> <p>LO/NO folder, WT reports, content planner review of the section</p> <p>Meeting minutes with AC on curriculum</p> <p>Daily observation report of the section to AC/VP</p> <p>Meeting minutes on targets/focus area of the week /day</p> <p>Consolidated target/tasks sheet for a particular grade.</p>
<p>Admission related Duties</p>	<ul style="list-style-type: none"> <li>• Attend Admission related duties and see the newly admitted students are placed based on the norms.</li> <li>• Have personal interaction with newly admitted students within two days of their joining.</li> <li>• Ensure the child is has the esis number(Keep a esis record)</li> </ul>	<p>Interaction folder+ follow up.</p> <p>Policy and rubrics</p>

	<ul style="list-style-type: none"> <li>• Have the knowledge of ADEC admission policy and ensure students admitted are properly entered in the esis.</li> <li>• Have the data of students based on all aspects like (nationality, subjects, optional language etc.) so that admission/ TT can be done easily as per the norms set in the section/class</li> </ul>	Student data of each class.
<p>Ensure teachers attend classes as per the lessons and help the VP for making timely substitutions.</p> <p>Ensure teacher absence worksheets are used effectively in case of absence of any teacher</p>	<ul style="list-style-type: none"> <li>• Have a walk through at 8:00 am and brief the VP on visible /informed substitution.</li> <li>• Ensure substitution teachers follow the reading sheets.</li> <li>• Collect teacher absence worksheets from each department and file them with proper naming</li> <li>• Direct substituted teachers to engage the students with teacher absence worksheets</li> <li>• Collect the completed worksheets from the particular class and hand over to the subject teacher for evaluation</li> </ul>	<p>VP</p> <p>Performance summary during slip test.</p> <p>Teacher absence worksheets</p>

<p>Examination and Assessment.</p>	<ul style="list-style-type: none"> <li>• Liaise between the AC and GC for the timely distribution of Portion and Assessment TT, at least 15 days before the commencement of Assessment.</li> <li>• Prepare seating arrangement for your section.</li> <li>• Ensure the Question paper of your section are timely set and scrutinized as per the seating arrangement. (Submit a copy of seating arrangement to AC and VP.</li> <li>• Set the question papers of a particular day in proper labelled envelopes (Exam hall details) at most one day before the assessment</li> <li>• Act as the examination controller of the section and liaise with chief examiner. Ensure students/staff do not indulge in any malpractices.</li> <li>• Ensure the exam invigilators and relievers are performing their duties as per the assessment norms</li> <li>• Ensure question paper envelope collection , answer scripts submission by the</li> </ul>	<p>Portion folder</p> <p>Seating arrangement for Assessment.</p> <p>Qn. paper folder.</p> <p>Invigilation duty list , answer script collection forms</p>
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	<p>invigilators are done in a well-structured procedure.</p> <ul style="list-style-type: none"> <li>• Follow up /conduct External assessment like IBT, QAD, PISA as per the direction.</li> <li>• Sign the assessment sheets and consolidated sheets of marks give necessary instruction to teachers on student performance. Have a brief idea on the performance.</li> <li>• Prepare list of students whose parents have to meet the SV, SW, AC, VP and principal during open house.</li> <li>• Set procedures to enter in esis after the final assessment as per the direction from VP and ensure it is completed as per the ADEC requirements.</li> </ul>	<p>External Assessment schedule.</p> <p>Performance summary of the class/section.</p> <p>Student list and areas of focus set by class tr. SW, SV and other subject teacher.</p> <p>esis entry schedule and summary /feedback report.</p>
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<p>Ensure every class in your section participate in school activities.</p> <p>Plan field trips in collaboration with in charge teachers</p>	<ul style="list-style-type: none"> <li>• Follow up with activity coordinator based on the upcoming activities. Help them to prepare objective and program schedule.</li> <li>• Ensure all possible ways to see that your section shows all enthusiasm and no disruption during the conduct of the activity.</li> <li>• Chair the activities in your section.</li> </ul>	<p>Activity schedule program + program plan</p> <p>Procedure for activity.</p> <p>Feedback on the activity to VP.</p> <p>Activity reports</p>
<p>Ensure Community is involved in school related activities.</p>	<ul style="list-style-type: none"> <li>• Meet the parents and provide information about student performance.</li> <li>• Help the principal to liaise with ADEC, CBSE and other agencies /stakeholders.</li> <li>• See that the strategies developed as per the feedback from the parents by the VP is implemented in the areas of student improvement in your section.</li> </ul>	<p>(As above )</p> <p>ADEC/CBSE folder.</p> <p>Progress check of feedback from parents.</p>
<p>Ensure all students receive effective teaching and learning.</p>	<ul style="list-style-type: none"> <li>• Assess the quality of teaching and set targets for individual teacher /cluster/dept.in your section. As per the sdp co direction.</li> <li>• Observe student works and suggest strategies for improvement to the SLT.</li> <li>• Implement the proposed strategies in your section and follow up.</li> <li>• Ensure teachers submit lesson plan as discussed.</li> </ul>	<p>Performance of trs. In the section.</p> <p>Areas of strength and improvement folder.</p> <p>LP folder.</p>
<p>Ensure effectiveness in staff appraisal.</p>	<ul style="list-style-type: none"> <li>• Monitor and evaluate teacher performance under your section.</li> <li>• Conduct and supervise the modal classes scheduled by SDP in the section and ensure its impact.</li> <li>• Have a special focus on improving student competence and brief the same to SLT</li> <li>• Focus on the impact of PD and teachers of your section are achieving the set targets.</li> <li>• Conduct lesson visits, sittings, LO/NO and record the same and discuss with VP.</li> </ul>	<p>As above. Spl. Focus on pastoral care.( duty list and its follow up report.)</p> <p>Observation folder on 21<sup>st</sup> century skills. (special focus on yardstick /KG)</p>

	<ul style="list-style-type: none"> <li>• Brief the newly appointed teachers on the first day of their appointment about your section and Conduct lesson visits to ensure they attain targets set by AC. (Ensure they become familiar with routines of your section within 3 days of their joining)</li> <li>• Have teacher performance record summary from all the observation under your section and brief the VP on all strength, weakness and other strategies you would like to have in your section.</li> <li>• Supervise and oversee the activities of teachers in your section and brief the same in writing to the VP.</li> <li>• Schedule peer lesson visits and submit to VP.</li> </ul>	<p>Folder of resources to provide newly appointed teachers. + minutes.</p> <p>Lesson visits schedule and report/feedback (2 star and a wish )</p>
<p>Ensure a culture that motivates students to learn.</p>	<ul style="list-style-type: none"> <li>• Assist and Counsel teacher on instructional improvement.</li> <li>• Follow up with Act. Co. on the distribution of awards and rewards.</li> <li>• Keep cordial relationship with your staff and see every one implements the school policies and incorporate UAE values in classes.</li> <li>• Students of your section understands and follow the Assembly guidelines and they observe proper disciplinary procedures in the school.</li> <li>• Counsel disruptive behaviours and forward to SW if necessary,, Keep the reports for further action.</li> <li>• <i>Students are not send out without your proper information or as per referral sheet.</i></li> <li>• No corporal punishment</li> <li>• Collect student sanction tasks/worksheets from AC and document the same</li> <li>• Ensure students are given tasks /worksheets as a part of sanction policy in case of discipline or academic issues</li> </ul>	<p>Schedule of reward distribution.</p> <p>Policies + section reflect UAE culture and values.</p> <p>Record of assembly message transfer and follow up.</p> <p>Complaints and actions taken.</p> <p>Sanction worksheet folder</p>
<p>SDP roles</p>	<ul style="list-style-type: none"> <li>• Work with SDP team in effective implementation of SDP priorities and target in the section</li> <li>• Collection of evidences as specified against the SDP priorities</li> <li>• Attend SDP review meetings and brief student attainment and progress and teaching and learning process in the section</li> <li>•</li> </ul>	<p>Student performance analysis report for the section after each assessment</p> <p>Lesson observation report for the teachers in the section</p> <p>Meeting minutes</p>