



SINDH EDUCATION &
LITERACY DEPARTMENT

GOVERNMENT OF SINDH
SCHOOL EDUCATION DEPARTMENT

Karachi dated 13th June, 2017



NOTIFICATION

No.SO(S-II)1-101(Misc)/2017: The School Education Department, Govt. of Sindh, notifies following responsibilities / functions to be performed by the Head Masters/ Head Mistress, with immediate effect, till further orders.

Major Responsibilities of Head Master/Head Mistress:

The Head Master/Head Mistress, preferably inducted through Sindh Public Service Commission, Hyderabad, has to deliver the following responsibilities for the smooth functioning of the government-led school reform project:

1. To ensure punctuality, discipline and professional conduct of teaching and non-teaching staff,
 - a. Ensure that teaching and non-teaching observe the school timings specified by the Government i.e. 7.40 a.m. - 1.30 p.m.
 - b. Control staff absenteeism by applying Government rules regarding casual, medical and other leaves
 - c. Ensure that teachers comply with their code of conduct including going to their classes on time and teaching as per their lesson plans
 - d. Ensure that administrative and support staff comply their code of conduct
 - e. Visit and observe classes and document the observation regularly so that every section of every class is covered every month. The HM must maintain a class observation log so that every month's visit to a section covers a different subject being taught.
 - f. Monitor student attendance and academic results throughout the year, question the relevant teachers on poor performance and appreciate/reward high performers
 - g. Carry out random copy checking of different subjects to monitor teacher performance
 - h. Check teachers' diaries monthly to ensure that teachers follow the designed syllabus and make their daily lesson plans in accordance with the guidelines given by Subject Heads
 - i. Ensure that teachers follow lesson plans while teaching in their classes
3. Frame and execute an efficient system of school administration in consultation with and with guidance from the Project Manager
 - a. Appoint Section and Subject Heads from among the government teachers in consultation with the Project Manager
 - b. Guide and train the relevant heads and monitor their performance
 - c. Allocate subjects and classes to teachers as per their knowledge and skills in consultation with Project Manager
 - d. Get the timetable prepared with the help of Section Heads and in consultation with Project Manager

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- e. Devise and implement Standard Operating Procedures (SOPs) such as gate passes and class passes to ensure discipline in school
 - f. Devise and implement effective communication system with all staff such as monthly staff meetings etc.
 - g. Carry out regular supervisory checks over the quality of instruction and working of the academic system
 - h. Assess and discuss changes to improve the academic and co-curricular system with the Project Manager
4. Ensure that students and their families follow school rules and regulations
- a. Ensure that students are enrolled according to the school's admission process and policy
 - b. Ensure a minimum of 80 % student attendance by developing a system of rewards and consequences
 - c. Hold quarterly parent teacher meetings and involve the parents in their child's education
 - d. Comply with the Board of Secondary Education's attendance policy when registering students for board exams
5. Comply with government rules and provide required information for government departments such as enrollment data, information on available facilities etc.
6. Ensure that the School Management Committee (SMC) is active, has representation from the parents and community as stipulated by the official rules, and that its fund is utilized in accordance with the same rules.
7. Work in close coordination and consultation with the Education Mangers/Project Manager on improving the academics as well as co-curricular, and providing support and cooperation wherever needed.
8. Look after the interest of students.

(ABDUL AZIZ UQAILI) PAS
SECRETARY TO GOVT. OF SINDH

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A copy is forwarded for information and necessary action to:

1. The Director Schools Education (Elem: Sec. & H/Secondary) all in Sindh.
2. The Director Schools Education (Primary) all in Sindh.
3. The PS to Minister for Education & Literacy Department, Karachi.
4. The PS to Secretary, School Education Department.
5. The Office Order file.
6. The official website.



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Muhammad Yasin MagSI
13.6.2017
(MUHAMMAD YASIN MAGSI)
SECTION OFFICER (SCHOOL-II)