

CLASS TEACHER

The Class teacher will be responsible to/for:

1. To maintain the personal details of students, contact numbers and relevant data.
2. Plan, prepare and deliver lesson plans and instructional materials that facilitate active learning.
3. Develops schemes of work, in coordination with teachers and follow established procedures.
4. Instruct and monitor students in the use of learning materials and equipment.
5. Establishing connections with parents and coordination concerning students' academic, emotional social and behavioral needs.
6. Ensure parent satisfaction and improve School Improvement survey (SIS and formerly NPS) score of the assigned class.
7. To ensure retention of students in a class for the next academic year (to minimize TC's and withdrawals)
8. Class soft- Board Decoration.
9. Manage student behaviors in the classroom by establishing and enforcing rules and procedures.
10. Maintain discipline by the rules and disciplinary systems of the school.
11. Provide appropriate feedback on work.
12. Encourage and monitor the progress of individual students
13. Maintain accurate and complete records of students' progress and development(Anecdotal records).
14. Update all necessary records accurately and completely as required by laws, district policies and school regulations.
15. Prepare required reports (Report cards and others) on students and activities.
16. Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs.
17. Establish and communicate clear objectives for all learning activities.
18. Observe and evaluate student's performance and development.
19. Maintain registers like student attendance registers, class logs, and anecdotal records. Student profile register, PTM Registers, Class wise Assembly registers.
20. To upload and maintain ERP Portal of the class.
21. To maintain the cleanliness and classroom management of the class.
22. To do the care calls on daily basis and resolve the issues.

I acknowledge that I have read the document carefully and shall be responsible to the work assigned.

Date:

Name & Signature

CLASS COORDINATOR

The coordinator will be responsible to/for:

1. To maintain the personal details of students, contact numbers and status
2. To maintain the contact details of faculty members taking classes.
3. To ensure the circulation of time-table to Class representatives and also any future modifications.
4. To ensure that time-table is being followed and the arrangement of classes, if any, is properly done.
5. In case of swap/ absence of faculty: Concerned faculty must inform CC. Leave application should be shared with CC so that CC knows who is taking the class.
6. To guide the students about rules of attendance (general) and medical leave.
7. Single point of contact to address students' queries, in association with teachers.
8. Overall responsibility for ensuring discipline among students of class.
9. To ensure timely information about the shortage in attendance to students with the help of teachers. Teachers will further inform parents and maintain documents.
10. CC to take regular informal feedback from students on course completion and other related issues.
11. CC is to conduct student counselling once in a month with a class teacher and HOI. This should be included/ reflected in Time table.
12. CC to take class observation of teachers and to provide immediate healthy feedback for reflective practices
13. CC to maintain academic/ exam records of students in collaboration with Teachers.
14. CC to report to any issues on teachers, students and overall discipline of the school.
15. CC to maintain liaising with the parent community
16. CC to guide and promote teachers' continuous professional, personal and emotional development.
17. Conduct regular staff meetings and document them.
18. Regular audit of Notebooks (10) daily and provide immediate feedback for reflective practices.
19. Provide a variety of learning materials and resources for use in educational activities.
20. Participate in department, school, district and parent meetings
21. To Close attendance registers at the end of the Month.
22. To overview the lesson plans every week and document it.
23. To ensure that care calls to parents are been done on regular basis, records are maintained and reported.
24. To ensure that the resources like composite labs, science labs, computer labs, maths, library, sports, Torrins, and dance and any other available resources are effectively used by teachers. Ensure proper documentation of the same.
25. To ensure retention of students in a class for the next academic year (to minimize TC's and withdrawals)
26. To coordinate and report to with Academic in charge and Head of the school.
27. To coordinate with the Academic In-charge and Head of the school prior to coordinating with the Head of School.
28. To ensure overall safety and security of children
29. To ensure improvement in Academic results
30. To train and handhold teachers to adapt new pedagogy according to learner's need.

I acknowledge that I have read the document carefully and shall be responsible for the work assigned.

Date:

Name & Signature

HEAD OF THE DEPARTMENT

The HOD will be responsible to/for

1. The prime role of the Head of the Department is to provide strong academic leadership.
2. The Head of Department is required to lead, manage and develop the department to ensure it achieves the highest possible standards of excellence in all its activities.
3. Maintain the general discipline of the students and staff of the Department.
4. To oversee the smooth functioning of the department and ensure consistent provision for academic ambience.
5. To manage and motivate all departmental staff, to enable the students to receive skilled education in the subject, in a positive, encouraging and effective working environment.
6. To ensure the development of the Curriculum to keep up to date with relevant changes and to encourage a wide range of activities to learn the subject with practical skill.
7. Responsible for designing the regulations, curriculum, and syllabi.
8. To regularly conduct notebook Audit
9. To do the class observation of the faculty members and provide constructive feedback,
10. To attend meetings when required by Senior Management.
11. Prepare the annual budget in consultation with Head of the School for the financial year and submit it to the Head of School before the end of January of each year with the necessary justification for the proposed additional laboratory spaces, if any and procurement of equipment, machinery, instrument, computer, software, etc.
12. Train department members to make teaching-learning student-centric.
13. Propose new programs/courses and increase the in intake in consultation with Head of the School and faculty.
14. Oversee the teaching performance and activities of all faculty of his/her department.
15. Organize Seminars / Conferences / Symposium /Workshop/training programs in topics of relevance and importance to the department with financial support from external agencies.
16. Be responsible and accountable for setting and advancing the academic strategy of the Department in line with school and CBSE strategic plans and direction
17. To ensure all essential resource material is available for use as required.
18. To ensure that the resources like composite labs, science labs, computer labs, maths, library, sports, Torrins, and dance and any other available resources are effectively used by teachers. Ensure proper documentation of the same.
19. Carry out any other function as assigned by the Head of the school.
20. Regular audit of Notebooks (10) daily and provide immediate feedback for reflective practices.
21. To ensure improvement in Academic results
22. To train and handhold teachers to adapt new pedagogy according to learner's need.

I acknowledge that I have read the document carefully and shall be responsible for the work assigned.

Date:

Name & Signature

ASSEMBLY -COORDINATOR

The coordinator will be responsible:

1. To prepare an assembly planner for the school for the entire session.
2. Co-ordinate with class teachers and house Masters for assembly planning
3. Prepare roasters for duties.
4. Arrange/ coordinate for props and materials required for assembly.
5. Maintain documents – assembly registers, students list and attendance sheets.
6. Document evidence of assembly conducted.
7. Conduct regular meetings with staff members and prepare MOM.
8. Report to duties assigned by the Head of school and management.
9. Prepare a budget for the assemblies and submit to the Head of the school for approval.
10. Report to the Head of the school for Non-compliance with duties by any teachers

I acknowledge that I have read the document carefully and shall be responsible for the work assigned.

Date:

Name & Signature

OLYMPIAD COORDINATOR

The coordinator will be responsible:

1. To provide strong academic leadership.
2. To create subject teachers' profile.
3. To prepare timetable for smooth conduction of classes and timely communication to the teachers.
4. To maintain a single point of communication between parents, teachers and Head of school.
5. To read and prepare for the Olympiad and STSE according to the rules and regulations of the authority.
6. To update team and self as per recent state and authorized circulars.
7. To guide the preparation of student material notes and worksheets for subject teachers.
8. To plan and conduct regular mock assessments in the school, checking and declaration of results.
9. To register students for the Olympiad and communicate with parents.
10. To maintain, the student list, assessment record and student profile and provide regular feedback to parents.
11. To plan and conduct assembly for felicitation of students.
12. Monthly observation of teachers'- files and providing candid feedback
13. Timely distribution of medals and certificates.

I acknowledge that I have read the document carefully and shall be responsible for the work assigned.

Date:

Name & Signature

EXAMINATION HEAD

The examination Head will be responsible for:

1. Prepare guidelines for teachers to prepare question papers for different examination
2. Prepare precise and lucid instructions regarding (a) pattern of question paper (b) types of questions (c) rational marks allotted to different types of questions (d) language of instruction etc.
3. Collection of subject test paper/chapter-wise test/weekly test/term test/end-year examination/formative and summative assessment.
4. Circular: - Giving advanced circular to the teachers signed by the principal regarding submitting question paper, mark sheet on time and any other required documents
5. Preparation of Question Bank: - In charge prepares subject-wise question bank in coordination with the subject teacher
6. Form a subject expert committee to ensure the quality of the question paper
7. Preparation of Question Paper: -Ensure preparation of question paper i.e. final printout before 48 hours. Preparation of standard question paper subject-wise according to guidelines given by the principal for FA and Summative Assessment. The question paper should be in a proper format.
8. Proofreading of Question Paper: Grammatical mistakes should not be there in the question paper. Question paper must not exceed or less than the prescribed marks for the particular examination.
9. Preparation for Examination: -Ensure the necessary items to conduct the examination i.e. question paper, answer sheets, Mark sheets, thread and other stationary items. Give advance requirements to the administrative officer.
10. Seating Arrangement: -Making proper seating arrangements for students for different examinations.
11. Time-table: -Making examination timetable with consent from the principal.
12. Duty charge: -Prepare examination duty charts for the teachers.
13. Form a subject expert committee to ensure the quality correction of the answer sheet.
14. Preparation of marking scheme: The teacher will prepare a marking scheme of questions with the question paper and submit it to the Examination In charge Committee along with the Question paper.
15. Answer sheet correction: The teacher will submit the corrected answer sheet within 3 days after the examination
16. Records keeping records of all the examinations held in the school in soft as well as hard copy.
17. Mark List: The teacher will show the mark lists to the principal before final entering of mark sheets.
18. Preparation of Report Card: -Preparation of Mark sheets format for different examinations.
19. Final Report Card: The examination In charge will ensure final printing of report card before 48 hours
20. Parent Teacher Meeting: - Conducting PTM and keeping records of PTM attendance and Feedback
21. Outside Examination: - Conduct examinations from other agencies and make proper arrangements for them.
22. To ensure important guidelines for exam administration are implemented:
 - Only examination In-Charge and IT personel are allowed to enter the examination room. Others are prohibited.
 - Strict security measures to be followed during the printing of exam papers.
 - If the exam In-charge is unavailable, Only the IT personnel are authorized to print the exam papers
 - No papers are permitted to be taken out or brought into the examination room.
 - All waste papers generated in the examination room must be collected in a separate room.
 - Papers in the waste carton only be burnt or thrown away after receiving approval from the principal

I acknowledge that I have read the document carefully and shall be responsible for the work assigned.

Date:

Name & Signature

ACTIVITY-COORDINATOR

The coordinator will be responsible:

1. To prepare an activity planner for the school for the entire session in alignment academic calendar of the school.
2. Coordinate with teachers to plan the activity.
3. Prepare roasters for duties.
4. Arrange/ coordinate for props and materials required for the activity.
5. To maintain documents – Activity registers, students list and attendance sheets.
6. Document evidence of activity conducted.
7. Conduct regular meetings with staff members and prepare MOM.
8. Report to duties assigned by the Head of school and management.
9. Prepare the budget for the activity and submit it to the Head of the school for approval.
10. Observation and record if the duties are been followed or not.
11. Report to the Head of the school for Non-compliance of duties by any teachers.

I acknowledge that I have read the document carefully and shall be responsible for the work assigned.

Date:

Name & Signature

PINNACLE COORDINATOR

Responsibility of Pinnacle Coordinator

1. Coordinate with the Head of the school on planning and dates of the event.
2. To plan activity and event chart
3. To prepare consent forms for student selection
4. To ensure timely communication to parents on planning, execution and safety and well-being of child during practice and participation
5. To prepare detailed time for the selection of students.
6. To prepare students fully for the event
7. To plan for days of practice.
8. To coordinate with the transport department for pick and drop of student's participants.
9. To conduct prelims.
10. To make arrangements of student's journey and transport to Lucknow along with team of teachers.
11. To arrange for a felicitation ceremony for participants and winners.
12. Timely distribution of medals and certificate.

I acknowledge that I have read the document carefully and shall be responsible for the work assigned.

Date:

Name & Signature

CBSE -COORDINATOR

The coordinator will be responsible:

1. To take charge of all CBSE-related work;
2. Submitting of LOC and student registrations,
3. Communicating CBSE circulars and other information to the Head of school.
4. To keep track of affiliation and other information.
5. To coordinate on the implementation of the curriculum, ensuring that it aligns with the board's guidelines and standards.
6. Maintaining records of student performance, attendance, and other relevant data.
7. Acting as a liaison between the school and the CBSE, facilitating communication and information exchange.
8. Assisting students with queries, guiding subject selection, and helping them prepare for exams.
9. Ensuring that the school follows CBSE guidelines, rules, and regulations to maintain its affiliation with the board.
10. Preparing and submitting various reports to the CBSE as required.

I acknowledge that I have read the document carefully and shall be responsible for the work assigned.

Date:

Name & Signature

WORKSHOP COORDINATOR

The coordinator will be responsible:

1. Map out annual training plans for Teachers & other staff members in guidance of Head of school.
2. Design and develop training programs (outsourced and/or in-house)
3. Select appropriate training methods or activities (e.g. simulations, mentoring, on-the-job training, professional development classes)
4. To make available CBSE training to employees and provide necessary information about sessions
5. Conduct organization-wide training needs assessment and identify skills or knowledge gaps that need to be addressed
6. Use known education principles and stay up-to-date on new training methods and techniques
7. Assess instructional effectiveness and determine the impact of training on employee skills and KPIs
8. Gather feedback from trainers and trainees after each educational session
9. Partner with internal stakeholders and liaise with experts regarding instructional design.
10. Maintain updated curriculum database and training records
11. Host, train-the-trainer sessions for internal subject matter experts
12. Manage and maintain in-house training facilities and equipment
13. Make arrangements of all training session and prepare reports accordingly.

I acknowledge that I have read the document carefully and shall be responsible for the work assigned.

Date:

Name & Signature

TIMETABLE COORDINATOR

The coordinator will be responsible:

1. Preparing school timetable -coordination with the principal.
2. To design concretely, accurately and rationally.
3. Prepare teacher timetable coordination with the principal.
4. Update the timetable according to the school's need
5. Ensure that the timing bell rings (Period wise) on time
6. Inform the teacher well in advance regarding some changes in the timetable
7. Ensure that no class goes vacant without a teacher
8. Report to the principal regarding any discrepancy in the timetable.

I acknowledge that I have read the document carefully and shall be responsible for the work assigned.

Date:

Name & Signature

SUBSTITUTION COORDINATOR

The coordinator will be responsible:

1. Will be the first point of contact for teacher absences.
2. To assign substitution/proxy duty to other available teachers in the school.
3. Time information of substitution mark and teachers' acknowledgement.
4. To ensure that teacher on substitution reach her/his substitution class and class don't remain vacant.
5. Maintain substitution register as per school policy.
6. Ensure effectiveness of substitute classes.
7. Perform other duties and assume other responsibilities as assigned or apparent.

I acknowledge that I have read the document carefully and shall be responsible for the work assigned.

Date:

Name & Signature

ERP COORDINATOR

The coordinator will be responsible:

1. Overseeing the planning, development and integration of ERP systems
2. Managing the functionality of new ERP systems, as well as upgrades and modifications to current systems
3. Tracking, analyzing and resolving issues with ERP systems
4. Communicating with management on schedules- Calendars,
5. Conduct in-house training and train teachers on uploading attendance, homework, class work and assessment record on portal.
6. Supervise the teachers work on portal and ensure timely work completion on portal on daily basis
7. Communicate non-compliance if any to Head of the school.
8. Training users on new and upgraded systems
9. To ensure report card of assessments are generated on time.
10. Managing change across the organization to ensure a gradual adoption of the new system

I acknowledge that I have read the document carefully and shall be responsible for the work assigned.

Date:

Name & Signature

COORDINATOR FOR ONLINE CLASSES

The coordinator will be responsible to /for:

1. Preparing time table for online classes as and when required in consultation with the Head of school.
2. Training teachers for online software like zoom, teams, google meet etc.
3. Documenting homework and classwork during online classes coordinating with subject teachers.
4. Maintaining and recording student attendance during online classes.
5. Arranging for online classes in absence of a teacher.

I acknowledge that I have read the document carefully and shall be responsible for the work assigned.

Date:

Name & Signature

HEAD OF SEXUAL HARASSMENT COMMITTEE

The coordinator will be responsible:

1. To establish ICC Committee for Prevention of Sexual Harassment at Workplace.
2. To establish guidelines for POCSO at the school level in coordination with the head of the school.
3. To receive and address the complaints of sexual harassment from students, and employees or any other individual of the school community.
4. To conduct the enquiry assisting the complainant and taking appropriate actions against the perpetrator as per the law and school policies.
5. To ensure confidentiality of complaints and investigations to ensure privacy of complainants and accused.
6. To organize and conduct training sessions for students' staff and to educate them about sexual harassment its consequences and procedures for reporting the incident.
7. To address the complaints promptly with proper swift investigations, ensuring that timely justice
8. To maintain documents of all complaints, investigations, actions taken and communication to legal authorities

I acknowledge that I have read the document carefully and shall be responsible for the work assigned.

Date:

Name & Signature

DISCIPLINE IN CHARGE

1. Establishing and Enforcing Discipline Policies:

- Develop and implement comprehensive discipline policies and procedures in accordance with CBSE guidelines, school regulations, and legal requirements.
- Clearly communicate expectations regarding student behavior, dress code, attendance, punctuality, and academic integrity to students, staff, and parents.
- Enforce discipline consistently and fairly, addressing violations promptly and impartially while considering justifying circumstances.

2. Monitoring and Supervising Student Conduct:

- Monitor student behavior and conduct in classrooms, hallways, cafeterias, playgrounds, and other areas of the school premises.
- Conduct regular patrols and inspections to ensure compliance with school rules, prevent misconduct, and deter disruptive behavior.
- Supervise student assemblies, recess periods, and extracurricular activities to maintain order and safety.

3. Counseling and Conflict Resolution:

- Provide guidance, counseling, and support to students who exhibit behavioral issues, emotional distress, or conflicts with peers or teachers.
- Mediate conflicts and disputes between students, promoting peaceful resolution strategies and teaching conflict management skills.
- Collaborate with teachers, counselors, and parents to develop intervention plans and behavioral contracts for students requiring additional support.

4. Promoting Positive Behavior and Values:

- Recognize and reinforce positive behavior, attitudes, and achievements through verbal praise, rewards, and incentives.
- Organize and implement initiatives to promote values such as respect, responsibility, honesty, empathy, and tolerance among students.

5. Collaborating with Stakeholders:

- Work closely with teachers, administrators, and support staff to maintain a cohesive approach to discipline and student support.
- Communicate effectively with parents regarding student conduct issues, disciplinary actions, and strategies for behavior improvement.

6. Documentation and Reporting:

- Maintain accurate records of disciplinary incidents, interventions, and follow-up actions, documenting details such as dates, witnesses, sanctions, and outcomes.
- Prepare reports and statistics on disciplinary trends, student behavior patterns, and effectiveness of intervention strategies for school management and CBSE authorities.

- Ensure confidentiality and compliance with data protection regulations when handling sensitive disciplinary information.

I acknowledge that I have read the document carefully and shall be responsible for the work assigned.

Date:

Name & Signature

TRANSPORT INCHARGE

1. The transport in charge is responsible for the transportation of school and sees that the day-to-day operations are going on without any problems.
2. The transport In- charge is expected to resolve all the challenges arising in the transport department and handle different aspects of bus maintenance issues and emergencies if any.
3. In addition to performing road checks during extreme weather, the transport In- charge holds the complete responsibility of overseeing the timely maintenance checks of all the buses. Also responsible for maintaining complete records of all the maintenance that have taken place on every bus.
4. The In- charge facilitates staff meetings in this connection and also provides direction to the bus maintenance staff.
5. Inspecting the buses frequently to ensure that all the buses are in good condition and safe enough to transport the students to and from the school.
6. Setting the routes for the buses, dispatch of the buses, working out their schedule, and managing the driver, ensuring regular attendance of students is taken in bus .
7. Manage fuel consumption of the buses, camera functioning and also development of the bus timetable.
8. He/She shall coordinate with the specific school representative for the transportation of student with special needs.
9. Responsible for the correct conduct and behaviour of the bus drivers and attendants. He should only appoint them after screening their applications thoroughly and checking their credentials and backgrounds.
10. The In- charge of training programs and safety programs for the bus staff.
11. The responsibilities of the transport In- charge include keeping the parents informed of any route change, schedule change or timing change of the bus trip.
12. The role of a transport In- charge becomes a prominent one in times of a crisis such as an accident or emergency (such as a breakdown). In such a case his action should be immediate so that there is no harm (or only a minimal loss) and every child reaches their home safe and sound.

13. He/She is expected to have the contact details of all the vehicles repair services of the area as well as those of doctors, nursing homes and hospitals.

14. The Transport In- charge shall plan and execute the purchase/rent of spare buses as additions to the existing fleet after approval of the school head.

13. The transport In- charge is expected to maintain safety standards in compliance with regulations for insurance requirements.

14. The transport In- charge is responsible to conduct mock evacuation and emergency drills in a timely manner.

15. It is the responsibility of the transport In- charge to submit a variety of reports in a timely fashion to the school authorities .

16. All expenditures must be properly recorded , allocated and accounted for.

17. He is also responsible to prepare and submit all the related reports in a timely manner.

Complaints and concerns should be recorded and all the related follow-up action should be copied, saved and stored appropriately.

All these are done keeping in mind the child safety that is being transported on the bus.

I acknowledge that I have read the document carefully and shall be responsible for the work assigned.

Date:

Name & Signature

SAFETY AND SECURITY IN- CHARGE

1. **Secure the Perimeter :** To ensure safety in schools, you must consider the property's interior and exterior. Student drop-off zones and designated parking lots are essential areas you want to secure, using perimeter barriers as appropriate. Parents, carpool drivers and buses require designated student loading and unloading zones. Post signs and communicate policies that prohibit unauthorized vehicles in these areas. That way, the school has more access control.
2. **A security guard or video surveillance should monitor school parking lots 24/7.** Designate different parking lots for staff, students and visitors, and incorporate an identification system to oversee activity in these specific areas.
3. **Light School's Exterior :** Install adequate lighting in all surrounding areas to protect students, staff and the building itself no matter the time of day.
4. **Limit and Monitor Access Points :** Limit the number of access doors into the building. To optimize security, establish one main entrance for all student, staff and visitor use. Keep the rest of the access doors locked, and inspect them periodically to ensure nobody has tampered with them or propped them open.
5. **Ensure school is safe in any emergency with quick exits for fire safety and secure entryways for intruder prevention.**
6. **Ensure Areas Remain Locked:** Implement a key control system to effectively manage all keys and duplicates. Limit the number of individuals responsible for locking and unlocking the building. Test door locks and electronic access equipment semiannually, and change any locks with unaccounted-for keys.
7. **Manage Visitor Access :** Schools can improve security measures by enforcing stringent visitor check-in procedures for scheduled and unscheduled appointments. All guests must sign in at the front reception or security desk so that you can closely monitor the visitor log throughout the day. Require visitors to have school-issued identification — for example, parent id card.
8. **Monitor Your School's Interior :** Perform periodic inspections on all critical utility systems, server rooms, custodial storage closets and roof access points to ensure they remain locked.
Appoint security personnel and surveillance cameras in enclosed stairways and common areas like hallways, cafeterias and playgrounds. The monitor keeps constant supervision and discourages unwanted behavior, while video surveillance records anything they might miss.
9. **Enhance Classroom Security:** Provide teachers, students and staff with adequate security information and training. Faculty should arrange seating to allow for rapid exits in an emergency. Students should understand

the importance of school safety procedures. Encourage positive discussion between students and staff members about security issues, so everyone is on the same page.

10. **Prioritize Digital Safety:** Promote safe internet usage. Reducing the risk of online bullying and prevent exposure to inappropriate or disturbing content.

11. **Update Electronic Security Equipment :** Protect the school inside and out with video surveillance, burglar alarms and access control systems. Inspect electronic security equipment monthly to ensure timely repairs and replacements.

12. **Develop Incident Reporting Procedures :** Encourage students to play a role in maintaining their school's safety and security. Provide counseling services where students can open up about their problems. Start an anonymous reporting system to support students who may feel too uncomfortable or frightened to come forward. Use student hotlines, "tell an adult" campaigns and suggestion boxes to collect student feedback. Update your security measures based on frequent or pressing concerns.

14. **Conduct Threat and Risk Assessment:** Use specialized teams to conduct a threat and risk assessment and define proper procedures based on the findings. Improve student and staff protection against assaults, fights, bullying, theft, robbery, weapon use, sexual attacks and other violent crime.

15. **Review Your Emergency Protocols**

Regularly review school's protocols for all possible emergencies, including weather, medical, unknown intruder and armed hostage situations. School crisis plans should include preparedness procedures such as lockdowns, evacuations and emergency communications protocols.

I acknowledge that I have read the document carefully and shall be responsible for the work assigned.

Date:

Name & Signature

PREPARATION OF STUDENTS FOR COMPETITIONS

1. **Identifying Talent:** Identify students who have the potential and interest to participate in the outside - school competition. This may involve conducting auditions, try-outs, or assessments to gauge students' skills and abilities.
2. **Training and Skill Development:** Once the participants are selected, the preparer is responsible for providing comprehensive training to enhance their skills in the specific competition category, whether it's academic, sports, or arts-related. This may involve regular practice sessions, workshops, and individual coaching tailored to each student's needs.
3. **Setting Goals and Expectations:** The preparer sets clear goals and expectations for the students participating in the competition. This includes defining what success looks like, outlining performance benchmarks, and establishing a timeline for preparation.
4. **Developing Strategies:** They work with students to develop effective strategies and techniques to excel in their chosen competition category. This may involve analyzing past performances, studying competitors, and identifying areas for improvement.
5. **Providing Feedback and Support:** The preparer offers constructive feedback to students throughout the preparation process, helping them identify strengths and weaknesses and providing guidance on how to improve. They also offer emotional support and encouragement to boost students' confidence and motivation.
6. **Organizing Mock Competitions:** To simulate the competitive environment, the preparer organizes mock competitions or practice sessions where students can showcase their skills and receive feedback from peers and mentors.
7. **Ensuring Adherence to Rules and Regulations:** It is essential to ensure that students understand and adhere to the rules and regulations of the inter-school competition. The preparer familiarizes students with the competition guidelines and ensures they compete ethically and responsibly.
8. **Building Confidence and Resilience:** They focus on building students' confidence and resilience, helping them overcome challenges, setbacks, and nerves associated with competitive events. This involves instilling a positive mindset and teaching effective coping strategies.
9. **Celebrating Achievements:** Whether students win or not, the preparer acknowledges and celebrates their efforts and achievements. Recognizing students' hard work and progress boosts morale and encourages continued participation in future competitions.
10. **Reflecting and Improving:** After the competition, the preparer reflects on students' performances, gathers feedback, and identifies areas for improvement in the preparation process. This continuous improvement mindset helps enhance future training programs.

LANGUAGE IN- CHARGE PROFILE

1. Curriculum Development and Implementation:

- Designing and updating the language curriculum to align with educational standards and goals.
- Creating lesson plans, learning materials, and assessments.
- Ensuring the effective implementation of the curriculum across all language classes.

2. Instruction and Teaching:

- Providing direct instruction to students in language classes.
- Supervising and supporting language teachers, providing guidance on teaching methodologies, and facilitating professional development opportunities.
- Monitoring student progress and providing feedback for improvement.

3. Assessment and Evaluation:

- Designing and administering assessments to measure student language proficiency and progress.
- Analyzing assessment data to identify areas of strength and weakness and inform instructional decisions.
- Providing feedback to students, teachers, and parents on assessment results and areas for improvement.

4. Resource Management:

- Managing language learning resources such as textbooks, multimedia materials, and software.
- Selecting and acquiring appropriate resources to support language instruction.
- Ensuring resources are accessible to students and teachers and evaluating their effectiveness.

5. Student Support and Guidance:

- Creating opportunities for students to practice and improve their language skills outside of the classroom.
- Supporting students with diverse learning needs and backgrounds.

6. Cultural and Linguistic Enrichment:

- Organizing cultural events, language immersion programs, and international exchanges to promote cultural and linguistic understanding.
- Exposing students to diverse cultural perspectives and providing opportunities for authentic language practice.
- Integrating cultural content into language instruction to enhance students' cultural competence.

7. Collaboration and Communication:

- Collaborating with other educators, administrators, and parents to promote language learning and support students' language development.
- Communicating effectively with stakeholders about language education initiatives, student progress, and program outcomes.

- Participating in school committees, professional development activities, and community outreach efforts.

8. Data Analysis and Reporting:

- Collecting and analyzing data on student performance, language program outcomes, and enrollment trends.
- Preparing reports for school administration, accreditation agencies, and other stakeholders to demonstrate program effectiveness and inform decision-making.

9. Promotion of Language Learning:

- Advocating for the importance of language learning within the school community and beyond.
- Promoting language proficiency as a valuable skill for academic, professional, and personal growth.
- Encouraging students to pursue language study and participate in language-related activities and opportunities.

I acknowledge that I have read the document carefully and shall be responsible for the work assigned.

Date:

Name & Signature