



## ATTN: BRANCH HEADS – ROOTS SCHOOL SYSTEM

The curriculum monitors have completed the first phase of monitoring in all the branches. All the teachers have been informed about their deficiencies/teaching approaches/organizational skills/school standards / written format / assessment etc. Wherever it was required the individual teacher was given thorough training and guidance by the subject Lead of the curriculum Dept.

As per responsibilities and duties delegated to the Branch Head the following procedures of monitoring must be maintained and complete record should be available to the curriculum monitors/management.

- Branch Head must have the nominal roll of the student class wise in her folder and also display on the office bulletin board.
- Up date addresses/telephone numbers must be displayed on the nominal roll.
- Daily attendance statement class wise to be displayed on the office notice board. Absentees to be contacted on telephone in case application has not been received.
- Students leave application folder to be maintained. Staff leave folder to be maintained.
- Parents and Branch correspondence folder to be maintained.
- Weekly curriculum review subject wise meeting record to be maintained in a register and signed under date.
- Your observation on the teaching standards of the teacher must be available in writing under your signature and the concerned teacher.
- Any observations regarding a teacher must be communicated to her instantly in your office writing under her signatures.
- No verbal communication can be taken as authentic as the teacher can easily deny such instructions therefore all instructions from you as a Branch Head must be communicated in writing.
- Must complete your counterchecking in 10 days time. Your stamp and signatures will authenticate the quality standards.
- R. A. Diaries atleast 3 per class must be signed by your **EVERYDAY**. Thus you'll be in complete picture of the R. A. incase of heavy R. A. you can immediately curtail.
- Maintain a Branch Head/ teachers correspondence register through which you must continuously send reminders to your teachers regarding upcoming events / assessments / class teaching / creativity / discipline / general behaviour / safety / spoken English / uniform / cleanliness / punctuality / class decoration / clean environment / moral values / mannerism etc.
- As Branch Head you must study the curriculum class wise and subject wise so that each and every aspect of school curriculum is on your finger tips. Only then you can lead your team as the most effective, dynamic leader and the master trainer.
- As Branch Head you are the face of roots and the master trainer. You should have the creative solutions for all problems that may come up during the teaching process.
- Do not let the teachers dictate you as this would undermine your abilities and dynamism. You should be a source of inspiration for your teachers they must be given the confidence to fall back on you for support and guidance.
- As a Branch Head you must remain in constant interaction with the students so that they keep apprising you of their problems and needs.

- Throughout the day monitor the teaching of different subjects by sitting in the class in one corner and keep on monitoring different teachers and maintain your observations to be shared with the teacher later on.
- Every morning in the assembly ask children "I hope no one punishes you in the school as punishment is not allowed in our school." Roots is the home of love and joy. We all love you." This statement in the morning assembly will serve as a warning to all the teachers.
- You should be approachable and accessible to your parents to give them respect, patient hearing and remain sensitive to their anxieties and needs. Do not be defensive. Your patience will earn you tremendous respect and love from your students and their parents.
- Remember we are the educators. We have to reform students personality and also educate our parents on the trends in education for the 21<sup>st</sup> century. Our school curriculum is committed to the four pillars of international education standards:
  - ☆ Learning to know
  - ☆ Learning to be
  - ☆ Learning to do
  - ☆ Learning to live together
- As Branch Head you should be the enlightened mentor for your students, teachers and parents. Never shed off your responsibility by passing a negative remark. "This has come from the curriculum Dept. I can not do anything. Kindly speak to the Head Office." Such remarks undermine your leadership / knowledge / ability to lead. Such comments would clearly negate your role as a Branch Head. The Head Office has full confidence in the Branch Heads as you are the representative of the system.
- The role of the curriculum monitors is to oversee your functions as a Branch Head and evaluate the quality standards in the different branches of Roots School to ensure uniformity in the implementation of the curriculum and teaching standards. Their job is to provide you with all the support and help in the implementation of the curriculum.
- Your Branch Evaluation will be a reflection of your mission and dynamism. You are responsible for the quality standards and its fullest implementation.
- Monthly Evaluation report of the students and the teachers must reach the curriculum Dept. earliest by the fifth of the following month.
- Kindly send the report as per format attached.

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**DQCTSM**

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**Founder Director**