

C3.2.1

Exploring school leadership and discussing the roles of different school leaders.

A. Listen, think and answer

From The Head of School's Diary



Monday, 20 th October 2014

I was already in my office at quarter to seven this morning.

I called the school caretakers and handed them the money needed to buy detergents and toiletries. One of them said that my pupils had forgotten all about school hygiene and were keeping their classrooms and toilets untidy.

The school clerk entered straight after. She gave me a list of names of pupils who were failing to come to school regularly. The scholastic year is still at the very beginning, however I have already informed some parents about the importance of sending their children to school everyday.

Just before ringing the bell for assembly, a number of parents came to report different children who were bullying others. A mother said that her son was very unhappy coming to school as a girl in his class kept pushing him and pulling his hair . Another parent complained that her daughter was being left out by her friends during break time . Someone else said that his son was not understanding his homework.

Ms. Claire Amato

During Assembly, I made it a point to talk to my pupils about the importance of keeping our school clean and tidy. I also mentioned the importance of regular school attendance. I ended the Assembly by giving them a short lesson about bullying.

I had so much to do during the whole school day! I had calls from parents telling me that their children were going to leave school earlier than usual. The Year 2 teacher phoned to report a fault in her interactive whiteboard. The Year 5 teacher called to report some pupils who failed to complete their homework. During break time, I even had to look after a couple of pupils who were sent to my office for misbehaving in the school ground.

In the afternoon, I hosted a meeting for all the teachers in our college. I had to check that everything in the school hall was in place. During the meeting, the teachers talked about the importance of more discipline in schools. They also mentioned the need for their pupils to read more.

Now that I'm back home I feel exhausted. Have I managed to do all that needed to be done at school today?

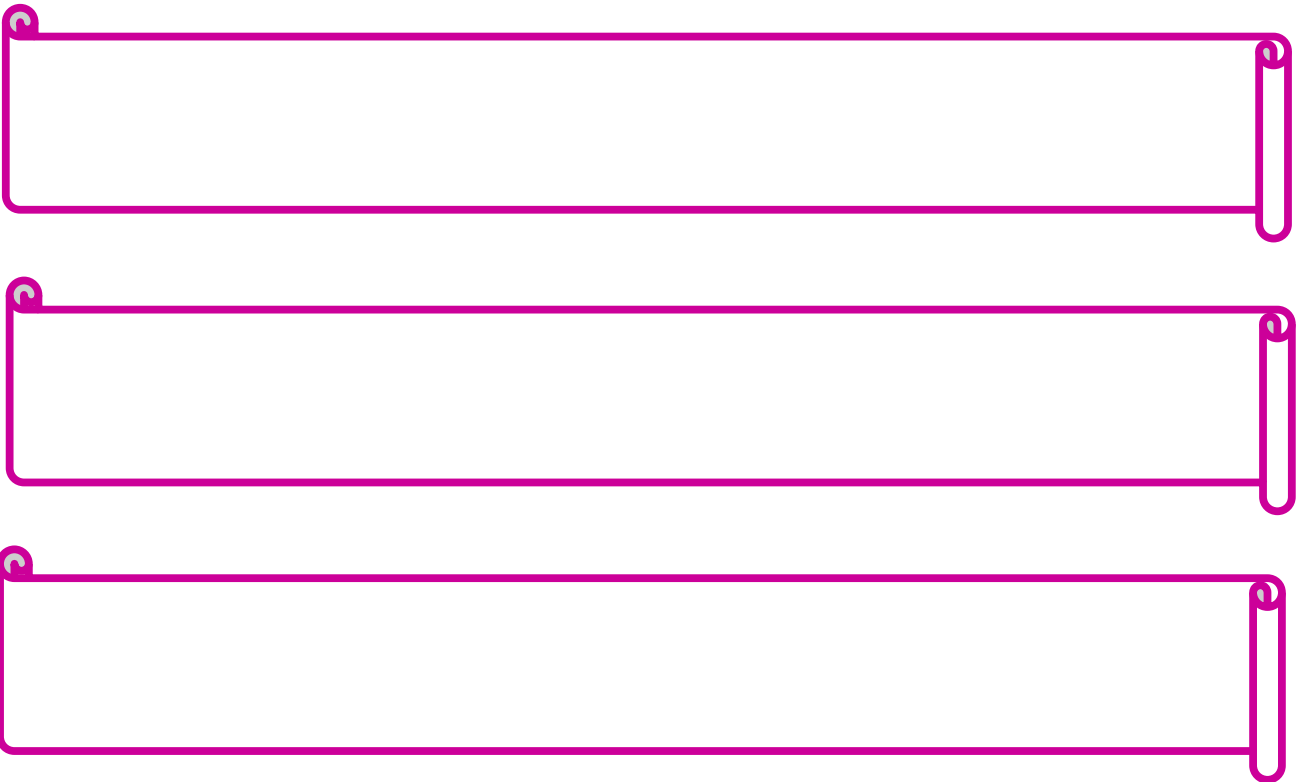


Ms. Claire Amato

Answer (Orally):

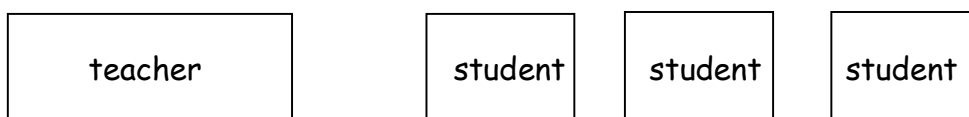
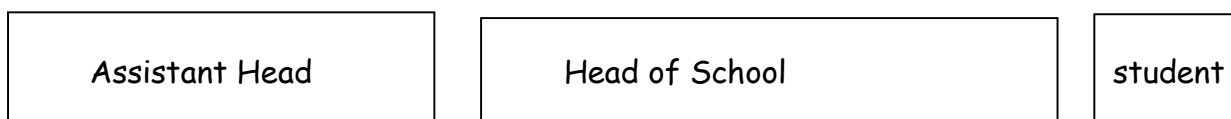
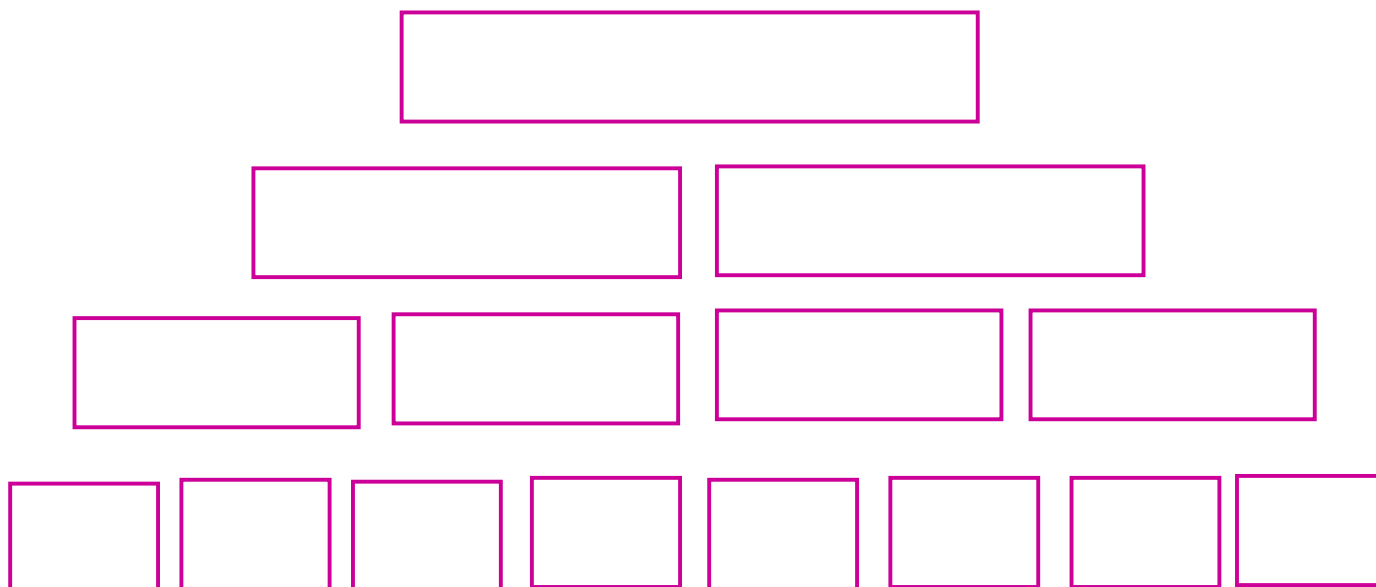
1. What do we call the head teacher's room?
2. Mention different jobs carried out by the head teacher in his or her office.
3. Who helps the head teacher?
4. Whom does s/he meet during the school day?
5. How, in your opinion, should a head teacher behave?
6. Do you think that the headteacher should be exemplary in his work? How? Why?
7. Mention different school moments that make the head teacher happy.
8. Mention different moments that make the head teacher angry.
9. What is the headteacher's role during Assembly?
10. What does the head teacher do when s/he enters our classrooms?

B. Discuss, then write down three head teacher's tasks:



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C. Cut and Paste: Filling in the school administration table

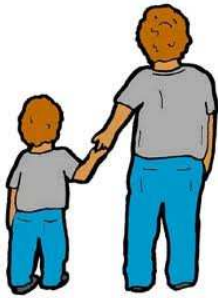


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D. Use the given words to fill in the blanks:

clean, learn, work, school, behave, repeat, family

Strong leadership is required everywhere.



Every _____ should have sound leadership.

Parents need to lead their children well.

When children make mistakes, their parents should help them by showing them how to learn from their mistakes.

Parents should teach their children so that they don't _____ the same mistakes.

This applies also to _____.

The head teacher, the assistant head teachers as well as class teachers should see that pupils _____ and do their own _____.



If all pupils do as they like, they would not be able to _____.

Other workers _____ the school, others paint, mend broken chairs, desks or do whatever maintenance is required. It is in the pupils' interest for everyone to do his or her own work well.

Ms. Claire Amato

E. Answer by writing Yes or No

		iva / le
1	The Head teacher is the main leader at school.	
2	Men only can be head teachers.	
3	Assistant head teachers help the head teacher to lead the school.	
4	Teachers are mainly responsible for their own classes.	
5	The Head teacher should do as the parents say.	
6	Pupils should air their concerns during School Council meetings.	
7	Pupils can stay at home whenever they want to.	
8	All teaching staff should make sure there's enough discipline in school.	

F. We have read about the importance of good leadership everywhere.

Circle other community **leaders**:

my cousin,

a pianist,

the mayor,

the catechist,

the chaplain,

a dancer,

a driver,

the archpriest