

HA AEC

HOD's Manual 2014



Seek Knowledge ,Practise Knowledge

INTRODUCTION

HA Alif Atoll education centre possess a distinguished reputation among the schools in Maldives ever since its establishment in 1982. The progress that has been brought through relentless service for the past 32 years to the community is highly remarkable. The institution gives immense importance on its academic excellence and systematic work atmosphere. For the accomplishment of these priorities, the school has formulated different departments for effective and efficient administration.

This segregated mechanism ensures their staff to work in harmony by exchanging professional expertise and knowledge. This manual is predominantly framed for the benefit of department heads of Ha AEC to impart insight into the instructional supervision and day- to- day management of the school. This is hoped to be a guideline for enhancing proficiency and competency of the teachers and thus to achieve the goals of the school.

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Department of Dhivehi and Islamic studies



Aims and Objectives

- To provide right atmosphere and training for improving the linguistic skills.
- To develop an aesthetic sense of enjoyment of the different genre of the national language.
- To develop the skill of composing creative works.
- To instill love of language through the reading of various literary works
- To develop their communicative skills.
- Providing sufficient opportunities to develop personality and leadership skills
- To develop their innate love for the Islamic studies.
- To develop the love and respect towards Islam and Islamic principles.
- To strengthen the knowledge of Holy Quran.
- To develop a character that is recommended by the religion.
- To practise prayers and habits with perfection and dedication.

Head of the Department of Islamic Studies: **Abdulla Rasheed**

Department Teachers

Name	Subject Taught	Grades taught
Abdulla Rasheed	Islamic Studies	9,10
Mariyam Ibrahim	Islamic Studies	8,9,10
Fathimath Nusra	Islamic Studies	7,8
Abdul Sathar	Islamic Studies	6
Hawwa Shaziya	Islamic Studies	7,8

Head of the Department of Dhivehi Language: **Mohammed Shareef**

Department Teachers

Name	Subject Taught	Grade
Mohammed Shareef	Dhivehi language	9
Fathimath Nahula	Dhivehi language	9,10
Moomina Latheef	Dhivehi language	8,9
Aiminath Leeza	Dhivehi language	7,8
Nahidha Latheef	Dhivehi language	6
Abdulla Shafeeq	Dhivehi language	6
Abdul Sathar	Dhivehi language	6

Department of English



Head of the Department: **Shyju Kalathil**

Department Teachers

Name	Subject Taught	Grade
Shyju Kalathil	IGCSE E2L	10
Shinoj James	IGCSE E2L	9
Ashok	IGCSE E2L	8
Sheeza Naseer	English	6,7
Kalpana Patra	English	6

Aims and Objectives

- ❖ Develop learners' ability to use English effectively for the purpose of practical communication
- ❖ Form a solid foundation for the skills required for further study or employment using English as the medium
- ❖ Develop learners' awareness of the nature of language and language-learning skills to promote learners' personal development.
- ❖ To provide plentiful opportunities to explore and develop their inborn creative talents.
- ❖ To express individual views and ideas about important issues in an accurate and convincing manner.
- ❖ To develop an aesthetic interest to appreciate the various genre of English literature and to inspire to contribute more personal creative works.
- ❖ To expose to literature across the world and to familiarize with various cultures.
- ❖ To ensure the easy understanding of other subjects through English language.
- ❖ To converse freely and in a confident manner.
- ❖ To develop skills of comprehending the native accent.
- ❖ To develop fearless mind to face an audience and present various events
- ❖ To prepare to score higher grade in IGCSE Cambridge English examination by competing with candidates across the globe.

Department of Mathematics



Head of the Department: **Aishath Shahuneeza**

Department Teachers

Name	Subject Taught	Grade
Aishath Shahuneeza	Mathematics	8,9,10
Ahammad Shafeeq	Mathematics	8,10
Mujuthaba Saeed	Mathematics	9
Akram Zakariya	Mathematics	9
Thahumeena ali	Mathematics	7
Saumya Vijayan	Mathematics	6,7
Abdulla Shafeeq	Mathematics	6

Aims and Objectives

- ❖ Develop their mathematical knowledge and oral, written and practical skills in a way which encourages confidence and provides satisfaction and enjoyment
- ❖ Read mathematics, and write and talk about the subject in a variety of ways
- ❖ Develop a feel for number, carry out calculations and understand the significance of the results obtained
- ❖ Apply mathematics in everyday situations and develop an understanding of the part which mathematics plays in the world around them
- ❖ Solve problems, present the solutions clearly, check and interpret the results
- ❖ develop an understanding of mathematical principles
- ❖ recognise when and how a situation may be represented mathematically, identify and interpret relevant factors and, where necessary, select an appropriate mathematical method to solve the problem
- ❖ use mathematics as a means of communication with emphasis on the use of clear expression
- ❖ develop an ability to apply mathematics in other subjects, particularly science and technology
- ❖ develop the abilities to reason logically, to classify, to generalise and to prove
- ❖ appreciate patterns and relationships in mathematics
- ❖ .produce and appreciate imaginative and creative work arising from mathematical ideas
- ❖ develop their mathematical abilities by considering problems and conducting individual and co-operative enquiry and experiment, including extended pieces of work of a practical and investigative kind
- ❖ appreciate the interdependence of different branches of mathematics
- ❖ acquire a foundation appropriate to their further study of mathematics and of other disciplines

Department of Science



Head of the Department: **Saudhiya Abdurahman**

Department Teachers

Name	Subject Taught	Grade
Saudhiya Abdurahman	Marine science	8,9,10
Mohammed Anees	Physics	9,10
Shinaj Sulaiman	Physics	7,8
Asha Sasi	Chemistry	8,9,10
Ancy Timothy	Biology	8,9,10
Mohammed Abdul Inayath	Computer studies	8,9,10
Ruby Rajan	General science	6,7
Chippu Shakir	General Science	6,7

Aims and Objectives

- To provide an opportunity to learn more about Science and to develop an attitude which is a habit of thinking, feeling and acting, a mixture of curiosity and caution;
- To acquaint pupils with natural phenomena in their environment.
- To know Fundamental principles and concepts useful for science in daily life
- To provide learner with a basic understanding of the subjects and to prepare students to earn the living.
- To provide contribution towards the intellectual and personal development of students.
- To provide the nation with future citizens who are specialists in science field
- To provide understanding about this world and their surroundings.
- To excite and enthuse children with a sense of awe and wonder at the natural world.
- To develop an appreciation of how science has contributed to the historical and cultural development of our society.
- To give practical experience of how scientists make observations of the natural world, come up with hypothesis and do experiments to obtain evidence to support or disprove these hypothesis.
- To cause children to understand the importance of evidence when making decisions and to be able to judge whether the claims are evidence-based and reliable.
- To give pupils enough evidence-based knowledge to be able to make informed personal judgments in order to lead healthy, safe, comfortable and environmentally sustainable lives.
- To develop awareness of the conclusions of important scientific theories in a concrete and accessible way.
- To develop pupils' understanding and experience of the scientific method, to understand its value and limits, and to enable them to apply the method.
- To be proficient at practical work, use of scientific equipment and appropriate math.
- To know, understand at an abstract level, and be able to apply important scientific theories.

Department of Business



Head of the Department: **Srinivasan Kannan**

Department Teachers

Name	Subject Taught	Grade
Srinivasan Kannan	Economics	8,10
Mable Elias	Accounts	9,10
Jerina Robinson	Commerce	9,10
Anister Anto	Commerce	8
Ahmmad Hashim	Accounts, Economics	8,9
Ouseph Saju	Social Studies	6,7
Prakash Sebastian	Social Studies	6,7

Aims and Objectives

- To encourage attitudes of accuracy, orderliness, logical thinking and an appreciation for professional ethics.
- To organize study trips/field trips to provide practical exposure to pupils apart from theoretical aspects taught in class rooms.
- To develop an understanding of the economics of developed and developing countries and of the relationships between them and to appreciate these relationships.
- To develop a sense of place and an understanding of geographical scale to appreciate inequalities and differences in levels of development.
- To develop an understanding of the role of business studies in providing information for monitoring and decision making.
- To identify and discriminate between the different sources of information and to distinguish between facts and value judgements in business issues.
- To encourage to use of the tools of economic analysis in particular situations.

Key tasks undertaken by the departments

1. Subject Teachers' Co-ordination Meetings

- Teachers assemble at a scheduled time in a convenient venue.
- Attendance marked.
- HODs take note of the progress of the lesson for the week.
- Discussions are held regarding common issues teachers face and suggest solutions.
- Share the important information from senior management.
- Co-teachers discuss the topics for the forthcoming week.
- Decide the topics and materials to be printed for the coming week.
- Preparation of the minutes of the co-ordination by the HODs.

1.1 STC Meeting Attendance

Name of the Department:	
Week:	Date:

#	Teacher	Meetings																	
		Key: 1=Attended, X=Not Attended, L=On Leave																	
		Wk1	Wk2	Wk3	Wk4	Wk5	Wk6	Wk7	Wk8	Wk9	Wk10	Wk11	Wk12	Wk13	Wk14	Wk15	Wk16	Wk17	Wk18
1																			
2																			
3																			
4																			
5																			
6																			
7																			
8																			
9																			
10																			
11																			
12																			

1.2.STC Meeting Minutes

Haa –Atoll Education centre
Dhidhdhoo

Minutes of Co-ordination Meeting

Grade----- Subject----- Week----- date----- Time: ----- to -----

Teachers Present-----

Teachers absent with reasons:

Areas/things discussed

Lessons taught last week

Grade	Remarks

Lessons to be taught forthcoming week

Grade	Remarks

Subject teachers who could not follow the scheme of work with reasons


Other suggestions related to subject teaching:

Name of HoD & Sign ----- Principal -----

1.3 Work Assignment

#	Task	Teacher	Deadline	Date of Submission	Remarks
1					
2					
3					
4					
5					
6					
7					
8					

1.4 Printing Slip



Haa Alif Atholhu Thauleemee Markaz, Dhidhdhoo

Printing Request Slip

Photocopying ☐

Printing ☐

Requested at

Teacher's Name.....

checked by:..

Supervisor's Name

Date.....

No.of Copies.....

Grade.....

Wanted at.....

Signature.....

Signature.....

Signature

Note: please fill this slip and attach your paper before requesting for printing and photocopying

2.Preparation of the weekly lesson plans.

- Discusses the lessons for the forthcoming week in co-ordination meetings.
- Teachers submit the soft copies to the HODs by Wednesday.
- Checked and signed by the HODs before forwarding to the supervisor concerned.

2.1 Submission of Lesson Plan

#	Teacher	Submission of Weekly Lesson Plans KEY:1=submitted on Time, L=Late, X= Not submitted																	
		Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7	Wk 8	Wk 9	Wk 10	Wk 11	Wk 12	Wk 13	Wk 14	Wk 15	Wk 16	Wk 17	Wk 18
1																			
2																			
3																			
4																			
5																			
6																			
7																			
8																			
9																			
10																			

2.2 Lessonplan format



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Lesson Plan 2014

Subject:

Class:

Topic

Date:

Week:

Duration:

Lesson Objectives (in behavioural term):

Key question(s)

Teaching Aid:

Time	Teacher's Activity	Expected Students Activity
Lesson Starter		

Teacher:

HoDs:

Supervisor

3.Preparation of Scheme of work

- Detailed discussion with teachers and provide valuable guidelines.
- Preparing the scheme of work in accordance with the subject syllabus.
- Updates on syllabus are taken into consideration.
- Method and strategy to be included.

3.1 Scheme of Work submission

No	Teacher's Name	Grade	Subject	Term		
				Submitted		Remarks
				OT	LT	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
HOD's Signature						

3.2 Year Plan

Subject:

Grade:

Year

Subject	Units to be completed	Semester	Remarks

3.3 Scheme of Work format

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Subject:

Class:

Week

Date	Unit	Topic	Objectives	Activities planned	Resources / aids to be used	Work to be given (WB. Page numbers)		Evaluation
						In the class	At home	

4.Preparation of the question paper

- Pre-discussion with the teachers
- Topic, marks, duration and weightage for certain topics are finalized.
- Assign the task for particular teachers.
- Teachers submit table of specification in advance.
- Necessary changes and modifications are recommended if required.
- Check the question papers and necessary editing is done.
- Marking schemes are prepared before the questions go to printing.
- Teachers staple and bundle the question paper as per the schedule and hall arrangement.
- Guidance for teachers regarding paper evaluation.
- Paper evaluation by the teachers.
- Scrutiny by the HODs.
- Paper showing to students on a scheduled day
- Preparation of mark sheets , discipline report and comments based on the academic performance and general behaviour.
- Analysis of the test result

4.1 Record of the question paper preparation

Subject	Grade	Topics to include	Duration	Assigned	Remarks

4.2 Submission of the question paper

Grade	Subject	Paper No:	Prepared by	Date	Remarks

4.3 Paper scrutiny record

Teacher	grade	Subject/paper	Areas to improve	General remarks

4.4 Test analysis

Subject	Grade	Total students attended	Total Pass %	Total Fail%	Remarks

5. Lesson observations

- Date and time for lesson observations are fixed.
- Pre discussion by the supervisors if required.
- Observe the lesson as per the schedule.
- Prepare the report on the evaluation form.
- Feedback given to teachers in the presence of supervisor.

5.1 Lesson Observation Schedule

Semester: xxx

WEEK	DATE	CLASS	PERIOD	TIME	TEACHER
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

5.2 Lesson Observation form

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Lesson Observation Form

Name of the teacher:

Subject: .

Class:

Date:

Topic:

Parts	Excellent	Good	Satisfactory	fair	To be improved	Comments

PREPERATION

Clear & Suitable objectives						
Teaching Learning material & suitability						
Classroom organization						
Activities link to objectives						
Provision of materials						

LESSON PRESENTAION

Set-induction						
Demonstration						
Giving clear instructions & Explanation						
Asking question-level & sequence						
Responding to pupils answer & probing						
Wide distribution of question						

MOTIVATION

Active pupils participation						
Maintain interest & attention						
Stimulating thinking						
Conducive learning environment						
Reinforcing salient techniques						

CLASSROOM MANAGEMENT

Teacher's authority established & accepted						
Awareness of classroom events						
Monitoring pupils' activity						
Students working to task						
Teacher's movement in the class						

Parts	Excellent	Good	Satisfactory	fair	To be improved	Comments

RELATIONSHIP WITH STUDENTS

<i>Rapport, warmth, & enthusiasm</i>						
<i>Facilitate individual learning</i>						
<i>Concerned for individual students</i>						
<i>Welcome student's questions</i>						
<i>Reinforcement</i>						

COMMUNICATION / LANGUAGE

<i>Voice modulation & audibility</i>						
<i>Accuracy (grammatical)</i>						
<i>Appropriate to level</i>						

EVALUATION / MONITORING

<i>Achievements of lesson objectives</i>						
<i>Evaluation techniques used in the class</i>						
<i>Appropriate follow-up activity</i>						

Overall Comment:

	<i>Teacher</i>	<i>Supervisor</i>	<i>For office use</i>
<i>Name</i>			
<i>Signature</i>			
<i>Date</i>			

6. Notebook checking

- Formulate a schedule for checking teachers' notebook marking.
- Notebooks are collected either through teachers or through students.
- Prepare a report based on teachers' work.
- Gives feedback for improvement.

6.1 Notebook checking record

Checked Date	Class	Teacher	Number of books checked	Number of books marked	Comment on Teacher's feedback given to students	Remarks by HOD

7.Arranging field trips and outdoor activities

- Put forward by the subject teachers.
- Permission granted by HODs and supervisors.
- Inform the parents and students about the trips.
- Organize the venue and transportation .

8.Extra curricular activities

- Devide the students into clubs and houses.
- Teachers are assigned to various houses.
- Positions of responsibilities are determined.
- Decide activities for the year and implement them.

9.Miscellaneous tasks

- Preparing materials for aiding the teaching and learning activity
- Evaluation of coursework, projects and assignments.
- Organizing workshops and seminars
- Orientation for new teachers
- Checking of worksheets and lesson notes before printing.
- Provision for remedial teaching
- Inventory of the lab and library items
- Review of syllabus
- Prepare forecast at the beginning of the year

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