



Dated Peshawar the 13.04.2023

## **NOTIFICATION**

No. SO(Reforms)/E&SED/(R&I)/School Leaders. In pursuance of the recommendations of the Committee constituted for, to review the Job descriptions of School Leaders in E&SE Department, the Competent Authority of this Department has been pleased to approve and notify the following Job Descriptions of School Leaders in E&SE Department with immediate effect and till further orders please:

### **1. Classroom Observation:**

- i. Discuss pre & post observation with teachers/head teachers.
- ii. Observe the lessons of teachers at primary school using a model lesson.
- iii. Collect and record data regarding the deficiencies noted during the observations and address the deficiencies.

### **2. Feedback & Support:**

- i. Share feedback with teachers/head teachers at the completion of the observation.
- ii. Review and discuss the previous feedback with teachers/ head teachers.
- iii. Guide and facilitate teachers/ head teachers to develop an action plan to overcome the deficiencies and weakness on their part reported during observation of his/her lessons.
- iv. Guide and Facilitate teachers/ head teachers in preparing, and using effective lesson plans and presentation of Model lessons in the classroom.
- v. Use micro teaching strategies for improving the teaching methods/strategies of teachers.
- vi. Provide on job support to teachers/head teachers for the improvement of learning environment of the schools and in the achievement of students learning outcomes.
- vii. Support Teachers to promote and safeguard the well-being of students and take appropriate action to raise and resolve concerns.

### **3. Overall Academics:**

- i. Work with the Head Teacher of the schools for achievement of set standards and Track the progress of quality standards.
- ii. Ensure activity-based teaching learning process.
- iii. Ensure that the teachers follow the scheme of studies and academic calendar.
- iv. Take part in activities to promote enrolment, attendance and community participation in education.
- v. Support teachers to plan & organize co-curricular activities i.e educational seminars, exhibitions, games, gardening, library, fun fair etc.
- vi. Suggest options to the schools that are helpful for achievement of academic excellence.
- vii. Coordinate and support the annual targets on school quality/academic indicators.

#### **4. Assessment:**

- i. Facilitate teachers in promoting continuous assessment system at the schools.
- ii. Support teachers to develop SLO based Test items/Assessment Tools.
- iii. Conduct random assessment of students, keep record and provide feedback to the teachers/head teachers.
- iv. Submit online assessment report through DEOs on prescribed format notified by DCTE KP.
- v. Assess training needs of teacher/head teachers and co-ordinate with Trainers and DPD KP.

#### **5. Teacher Professional Development:**

- i. Act as master trainer for PST trainings when and where required.
- ii. Maintain proper record of professional development activities of primary school teachers.
- iii. Prepare a list of teachers working in primary schools in his/her jurisdiction for in-service training and recommend through DEO the teachers for various Profession Development Programs.
- iv. Provide academic support to head teachers/teachers of the primary schools working in his/her jurisdiction.
- v. Acquire and distribute teaching material and Textbooks to primary schools in his/her jurisdiction.

#### **6. Reporting:**

- i. Follow up of implementation of training activities at school level.
- ii. Have an oversight on the quality of teaching learning activities of the school and report regularly the progress to the authority concerned.
- iii. Report the areas of improvement in the already developed tools to DCTE KP.
- iv. Report the areas that require professional support to the DPD KP.

#### **7. Key Knowledge/Skills**

- i. Proficient in IT Skills and in use of IT equipment.
- ii. Know Various Teaching Methods/Strategies of different subjects.
- iii. Possess enough mentoring, counselling, supporting & feedback skills.
- iv. Possess basic knowledge of current National, Provincial & Local Government educational policies and guidelines.
- v. Possess basic knowledge of Curriculum & Classroom Management.
- vi. Possess basic knowledge of Child Psychology & Learning Theories.
- vii. Familiar with students' assessment process and different types of tests.

8. Any other task assigned by the Competent Authority/High ups.

**Secretary to Government of Khyber Pakhtunkhwa  
Elementary & Secondary Education Department**

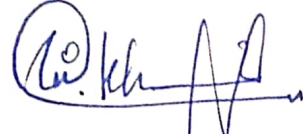
**GOVERNMENT OF KHYBER PAKHTUNKHWA**  
**ELEMENTARY & SECONDARY EDUCATION DEPARTMENT**

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Copy forwarded to the

1. The Director, Elementary & Secondary Education Khyber Pakhtunkhwa
2. The Director, Directorate of Professional Development
3. The Director, Directorate of DCTE
4. The Director, EMA, Khyber Pakhtunkhwa
5. The Education Advisor (ESRU), E&SED
6. Additional Director (Acad) DPD
7. Education Specialist
8. The Director EMIS, E&SED
9. The Director EMA, E&SED
10. All Committee Members.
11. PS to Minister for E&SED, Khyber Pakhtunkhwa
12. PS to Secretary, E&SED
13. P.S to Special Secretary, E&SED
14. PS to Additional Secretary (General), E&SED
15. PA to Deputy Secretary, E&SED

  
13/4/2023  
**SECTION OFFICER (REFORMS)**