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Nota di contenuto	Cover; Half Title; Title Page; Dedication; Copyright Page; Table of Contents; Acknowledgements; Introduction; 1. Senior manager; An increased level of responsibility; Rights as well as responsibilities; Acting for the head; Reporting to the team; Management versus administration; Points to note; 2. Managing staff; Teacher-colleagues; Working groups and committees; On being human; The 'office'; Ancillary staff; Points to note; 3. Student care; Care as a teacher; Care as a senior member of staff; Care as a pastoral deputy; Care through outside agencies; Natural justice Dealing with extreme situationsPoints to note; 4. Beyond the walls; Dealing with telephone calls; Unannounced visitors; Corporate contact with parents; Contact with school governors; Links with other educational establishments: curricular continuity; Contact in the local community; Points to note; 5. Curriculum and timetable; The National Curriculum; Beyond the National Curriculum; Curriculum review; The annual planning cycle; Writing the timetable; Points to note; 6. Assessment and examinations; Principles and purposes; Baseline assessments; Schools' internal examinations External examinationsRecording achievement; Points to note; 7.

Finance and management systems; The school budget; Capitation; Management information systems; Points to note; 8. Staff development; A belief in people; An INSET committee; Funding the training; Types of staff development activity; Evaluation of training opportunities; Administration of in-service training; A staff induction programme; Covering for absent teachers; Staff appraisal; Points to note; 9. Sites and buildings; Health and safety; Responsibility for caretaking; The maintenance budget; Responsibility for the building Security of the site School trips; Points to note; 10. Meetings; The purpose of meetings; Roles within meetings; Pre-planning; Chairing meetings; Reporting meetings; Points to note; 11. Time Management; Effectiveness; Recording how time is spent; Paper cups and all that; Planning your week; Having a good filing system; Efficient communication; Stress management; Points to note; 12. Self-Development; Present needs; Future career options; The NPQH; Points to note; Appendix Example of a curriculum review; Further Reading; Index

Sommario/riassunto

Aims to provide deputy heads with a practical guide to their complex role in schools. Drawing on his own experience, and mindful of the increasing managerial demands of a more competitive education system, the author offers advice on managing staff, student care, examinations and much more.
