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MODULE FOUR

INTRODUCTION

Managing the Curriculum and Resources

The curriculum of a school includes not just the planned academic programme but also all co-curricular activities and other events, as well as that which pupils learn through the nature and quality of the school ethos.

The main task of the head of each school is to provide and deliver effectively an appropriate curriculum using all the resources - human, material and financial - which are readily available. This involves mobilising all possible resources including those from the Ministry of Education, the community and other organisations, and then ensuring their full and effective use.

In this module we aim at improving your skills in different aspects of curriculum management, including timetabling, curriculum development and assessment, and resource management, including the provision of textbooks, library and media resources, and their control. The material in Module 5 on Financial Management will provide you with more information about mobilising and managing financial resources.

Individual study time: 25 hours

Objectives

After working through this module you should be able to:

- improve your effectiveness as the manager of the curriculum and the resources which support it
- identify how to mobilise financial and material resources for your school and ensure their full and effective use
- demonstrate improved stock-keeping in your school
- know how the curriculum of your school may be adapted to the human and natural environments within which it is located, and ensure these environments are used
- be a more effective manager of change, and know how to regularly update your school curriculum
- ensure your school has a well designed and operated timetable
- draw up and apply criteria for the selection of textbooks, and ensure that those available are fully used and properly managed
- suggest ways of improving the library, media and lowcost teaching aids, including their use

- improve the quality of pupil assessment, including providing orderly examining, regular and systematic testing, and full and accurate records.

Units

This module is divided into eight units.

Unit 1: Establishing the curriculum

2 hours

The curriculum of your school needs to be adapted to the human and natural environments within which it is located, and to be continuously updated. This unit aims at enabling you to establish your curriculum within the national framework, recognise the diverse nature of the curriculum and undertake its development.

Unit 2: Timetabling

3 hours

In this unit you will identify some of the issues in designing and operating your school timetable, including the need for careful preparation and finding ways of organising the timetable to make full use of your teachers, to follow ministry requirements and yet adapt it to the special conditions of your school, and to provide your pupils with choice.

Unit 3: Organising resources to support the curriculum

3 hours

Through this unit you identify the range of resources which are needed by your school, and the difficulties of obtaining them. You will learn how resources may be produced and acquired, and how they may be properly managed.

Unit 4: Selecting and managing textbooks

4 hours

Textbooks provide one of the key teaching and learning resources in your school. You will develop criteria for their selection, and learn how to ensure that the books are fully and properly used.

Unit 5: Libraries, media, and lowcost teaching aids

4 hours

There are many ways in which the resources of your school may be improved. In this unit you will identify ways of developing three particular types of resource and how they may be managed.

Unit 6: Examinations, testing and record-keeping

3 hours

The assessment of the progress of your pupils provides a measure of the level of their performance, which is one of the purposes for which your school exists. In this unit you will review different aspects of assessment, including the importance of record-keeping as a means of maintaining a profile of the progress of each pupil.

Unit 7: Resource maintenance

3 hours

Through this unit you will recognise the importance of keeping good stock records and learn of ways in which this may be done.

Unit 8: Finding financial resources

3 hours

Here you will recognise that although governments provide some resources for your school, you cannot expect to rely entirely on this source, and so you need to find ways of adding to those you have.

Contributors

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