

TIER I Syllabus – HEAD MASTER

I Prospective on Education and Leadership:

A	Understanding the Learner
	<ul style="list-style-type: none"> ▪ Concept of growth, maturation and development, principles and debates of development, ▪ Development tasks and challenges with special reference to the foundational and preparatory school children. ▪ Domains of Development: Physical, Cognitive, Socio-emotional, Moral etc., deviations in development and its implications. ▪ Role of Primary and Secondary Socialization agencies. Steps to ensure Home school continuity. ▪ Mental Health and Well Being.
B	Understanding Teaching Learning
I	<p>Theoretical perspectives on Learning -Behaviorism, Cognitivism and Constructivism with special reference to their implications for:</p> <ul style="list-style-type: none"> • The role of teacher • The role of learner • Nature of teacher-student relationship • Innovative Pedagogical Practices • Productive Classroom environment • Understanding of discipline, power etc. • Barriers in learning
II	<p>Factors affecting learning and their implications for:</p> <ul style="list-style-type: none"> • Designing classroom instructions, • Planning student activities and, • Creating learning spaces in school
C	Planning and Organization of Teaching-Learning
	<ul style="list-style-type: none"> • Concept of Syllabus and Curriculum, Overt and Hidden Curriculum • Preparation of School Time-table • Foundational Literacy and Numeracy, Early Childhood Care and Education • Competency Based Lesson Planning. • Competency Based Assessment and effective use of HPC • Instructional Material and Resources • Digital Technology in Teaching Learning • Art, Physical health and wellbeing • Classroom Observation, Feedback and Follow-up, Reflections and Dialogues as a means of constructivist teaching
D	Creating Conducive Learning Environment
	<ul style="list-style-type: none"> • Inclusive Education: The concepts of Diversity, disability and Inclusion, implications of disability as social construct, types of disabilities-their identification and interventions • Concept of School Mental Health & Well Being. Addressing the curative, preventive and promotive dimensions of mental health for all students and staff. Provisioning for guidance and counselling. • Developing School and community as a learning resource. • The Rights of Persons with Disabilities Act, 2016
E	School Organization and Leadership
	<ul style="list-style-type: none"> • Leader as reflective practitioner, team builder, initiator, coach and mentor. • Perspectives on School Leadership: instructional, distributed and transformative

	<ul style="list-style-type: none"> • Vision building, goal setting and creating a School development Plan • Using School Processes and forums for strengthening teaching learning-Annual Calendar, time-tabling, parent teacher forums, school assembly, teacher development forums, using achievement data for improving teaching –learning, School Self-Assessment and Improvement • Creating partnerships with community, industry and other neighboring schools and Higher Education Institutes – forming learning communities, • School Accreditation.SQAF
F	Perspectives in Education
	<ul style="list-style-type: none"> • Role of school in achieving aims of education. • Educational Policies of Govt of India • National Education Policy-2020 • National Curriculum Framework Foundational Stage-2022 • National Curriculum Framework for School Education-2023 • NIPUN Bharat Mission • Guiding Principles for Child Rights, Protecting and provisioning for rights of children to safe and secure school environment, • Right of Children to free and Compulsory Education Act, 2009, • Historically studying the National Policies in education with special reference to school education; • School Curriculum Principles: Perspective, Learning and Knowledge, Curricular Areas, School Stages – Pedagogy & Assessment

II Management, Supervision and Leadership

- Management: its nature and scope; The Role of a Manager in an Organization.
- The Management Processes; Planning, Organization, Directing and Controlling.
- Leadership: The Tasks of a Leader, Leadership Styles; Leadership Theories; A successful Leader versus an effective Leader.
- Performance Appraisal — Potential appraisal and development .Feedback and Performance Counseling. Career Planning, Training and Development, Rewards and Employee Welfare.
- Motivation, Morale and Incentives: Theories of Motivation; How Managers Motivate; Concept of Morale; Factors determining morale; Role of Incentives in Building up Morale.
- Communication: Steps in the Communication Process; Communication Channels; Oral versus Written Communication; Verbal versus non-verbal Communication; upward, downward and lateral Communication; Barriers to Communication,
- Role of Information Technology.
- Class Observation and School Supervision.
- Ethics in School Management. Emotional Intelligence.

III Administration

- CCS (CCA) Rules 1965
- CCS (Conduct) Rules 1964
- POSH & POCSO Acts
- MoE, NCPCR and NDMA guidelines for school safety and security