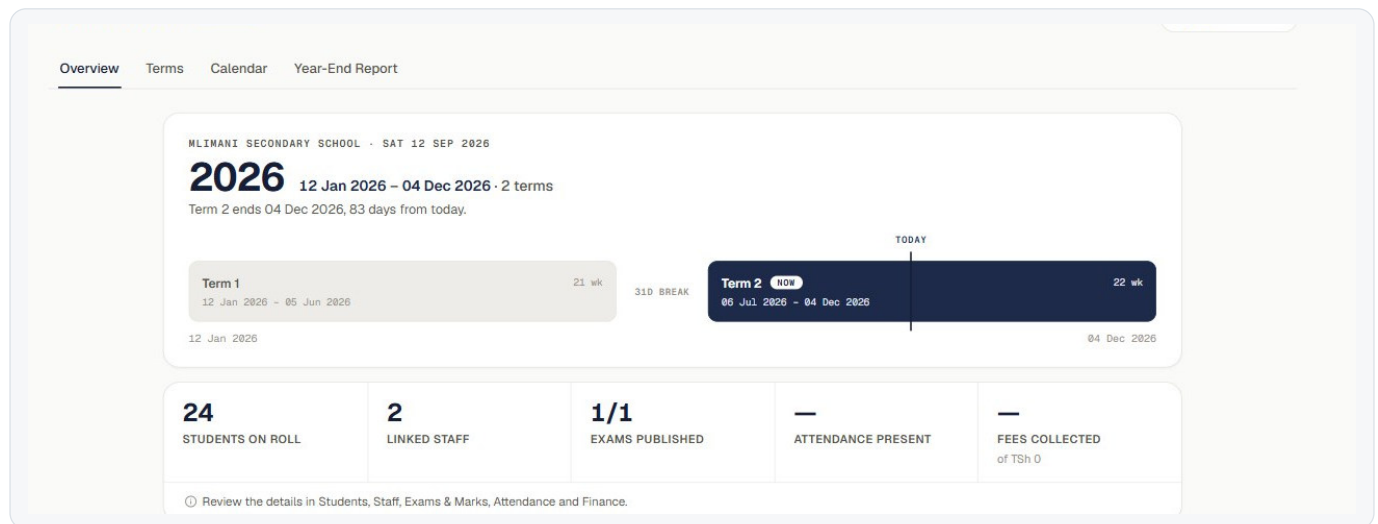


ROLE GUIDE • HEAD TEACHER

Head Teacher: make the school's work clear.

Your role connects preparation, oversight and the decisions that should not happen by accident.



A School Year example brings the current year and readiness into view.

01 Prepare the structure

Confirm calendar, grades, sections, subjects and the staff who are responsible.

02 Review daily attention

Open the underlying register, account or marksheet when a summary needs action.

03 Make formal decisions deliberately

Review and issue charges, publish formal results, publish the timetable and control the year-end cycle.

ACCESS AND RESPONSIBILITY

Owner is a Head Teacher relationship. A colleague's role and teaching assignments are separate from their permanent personal account.

Guide basis: S02–S09

ROLE GUIDE • HEAD TEACHER

Know where the next action belongs.

Use the named workflow, not a shared password or an informal change to a finished record.

Task	Where to begin
Add or review learners	Students. Check placement and guardians; use Past students for retained departures.
Assign school work	Staff. Review role, subject allocations and Class Teacher responsibility.
Issue a school bill	Finance → Charges. Review the audience and total before issue.
Publish formal results	Exams & Marks. Review the submitted sheets first.
Prepare report cards	Academics → Reports → Grade Level and published exam.
Plan the teaching week	Timetable. Inputs → draft → review → Publish.
End and begin the year	School Year → Close → Plan → Activate.

KEEP CONTROL VISIBLE

No student ranking. No automatic year-end deadline. A draft, a suggestion and a final published decision are different states.

Need a focused demonstration?

Ask the Mwangazza team to walk through the task your school needs first.



Guide basis: S03–S08