



The school management

By 4th ESO D

THE GOVERNMENT ORGANS

THE GOVERNMENT ORGANS AT SCHOOL ARE:

- **INDIVIDUAL: THE HEAD TEACHER, THE DEPUTY HEAD, THE ASSISTANT HEAD AND THE SECRETARY. THEY FORM THE MANAGEMENT TEAM.**
- **COLLECTIVE: THE SCHOOL COUNCIL AND THE TEACHING STAFF MEETING.**

THE GOVERNMENT ORGANS MUST GUARANTEE THE RIGHTS OF THE STUDENTS, TEACHERS, PARENTS AND NON-TEACHING STAFF. LIKewise, THEY MUST HELP THEIR REAL PARTICIPATION IN THE SCHOOL LIFE AND ITS MANAGEMENT.

The Head Teacher

The Head Teacher is selected by means of a merit selection process. The candidates must have previously passed the exams to be teachers in state schools. A Selection Board is created, it is made up of an education inspector, three teachers of the school –elected by the Teaching Staff Meeting- and three members of the school Council –elected by and among the members of the School Council- who are not teachers.

The Selection Board must assess the academic and professional merits of each candidate and also their management projects.



- The Head Teacher's most important duties are:

- Lead and coordinate all the school activities and the working-out of the School Educational Project.

- Appoint the Deputy Head, Assistant Head and Secretary.

- Carry out the agreements of the collective government organs.

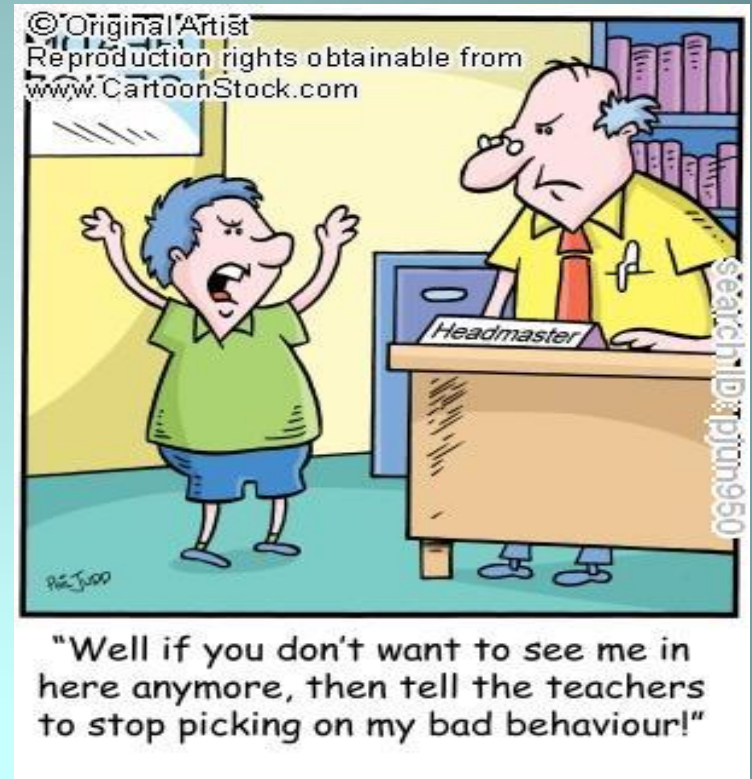
- Summon and preside the academic acts, the School Council, the Teaching Staff Meeting and the committees.

- Help the school life and the participation of the different sectors of the school community.



**THE ASSISTANT HEAD
SUBSTITUTES THE HEAD
TEACHER WHEN HE IS
ABSENT AND COORDINATES
THE COMPLEMENTARY
ACTIVITIES.**

**THE DEPUTY HEAD IS THE
CHIEF OF THE TEACHING
STAFF AND COORDINATES
THE ACADEMIC AND
TEACHING ACTIVITIES AT
SCHOOL.**



The School Council

The School Council is the main organ of participation of the whole school community in the management and government of the school.

An **Election Board** organizes and supervises the procedure to elect the School Council members. All the members of the school community can vote and can be elected members of the School Council inside their own sector.



The School Council is made up of the following **members**:

- The Head Teacher.
- The Deputy Head.
- A representative of the City Council.
- Seven teachers.
- Three parents.
- Four students.
- A representative of the non-teaching staff.
- The Secretary, with the right to speak but not to vote.



The School Council's most important duties are:

◊ *To develop and approve the School Educational Project and the internal regulations.*

◊ *To decide about the admission of students.*

◊ *To approve the budget.*

◊ *To approve the annual programme and the complementary activities programme.*

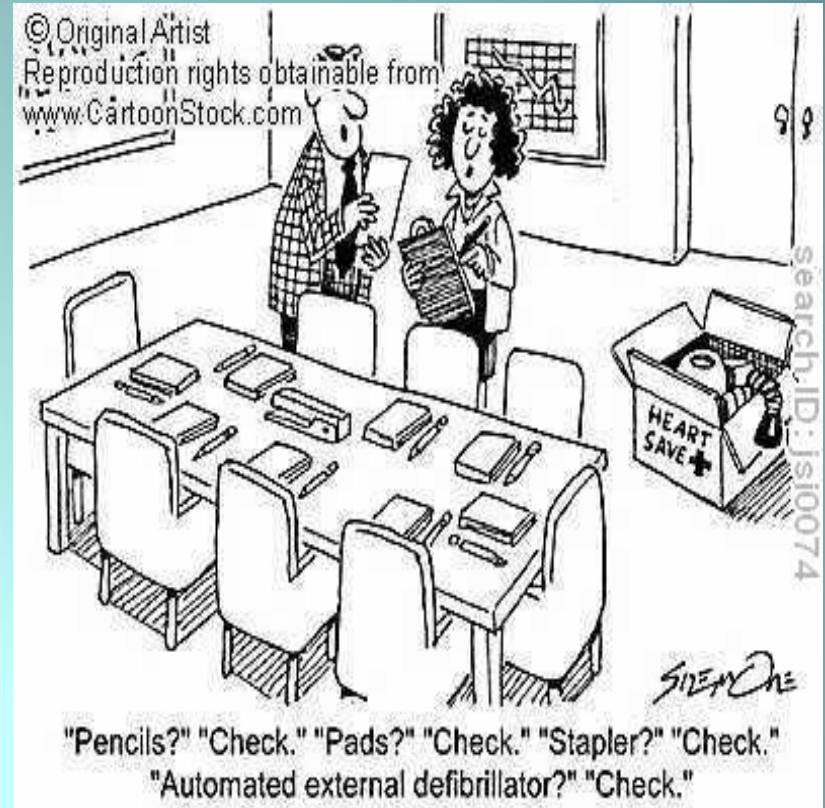
◊ *To solve the conflicts and impose the corrections with a pedagogical aim.*

The Teaching Staff Meeting

The Teaching Staff Meeting has the responsibility of planning, coordinating, deciding and informing about the teaching aspects of the school.

It is made up of all the teachers at school and is resided by the Head Teacher.

The Collective Organs must meet at the beginning and at the end of the year, once a term and whenever the Head Teacher summons them or when at least one third of their members ask for a meeting.



The School Educational Project

The School Educational Project will define the management model of the school. It will be elaborated by the Management Team and the School Council, in accordance with the proposals made by the Teaching Staff Meeting and the Student Council. It will be approved by the School Council. It will include the general organization, the pedagogical aims and the Internal Regulations of the school -which contain the rules that will help the school life.

