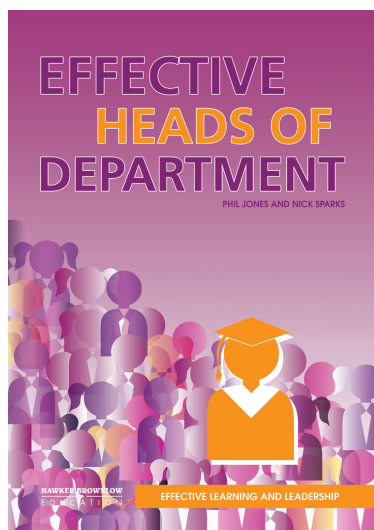


Hawker Brownlow Education
Information Sheet

Effective Heads of Department – Effective Learning and Leadership

Authors: Phil Jones and Nick Sparks



Date available:	8 May 2006
ISBN:	1 74101 717 3
Code:	NE5555
RRP:	\$35.95
Format:	208 x 294 mm
Extent:	72 pgs
Age range:	Professional development
Category:	Professional development; leadership

Summary:

Effective Heads of Department aims to provide support for the heads of departments in developing a more systematic approach to management with a strong focus on monitoring quality and raising standards. Authors Phil Jones and Nick Sparks' user-friendly format answers the questions asked by school leaders and department heads about topics ranging from communication to reporting to finance.

Featuring practical advice and checklists for the management of resources, staff and learning activities and including photocopiable self-evaluation sheets, budget planners and data logs, this book helps heads of departments become more effective and more efficient, benefiting both the individual and the whole school.

Key selling points:

- Contains essential information on development planning, achievement analysis, staffing and resources.
- Includes important ideas for classroom observation and student work analysis by leaders.
- Provides strategies for developing variation in planning, embracing challenges and creating a positive problem-solving environment.
- Suggests how to get the community involved in school progress.

Supporting resources:

- *Raising Boys' Achievement (NE3747)*
- *Leading the Learning School (NE3755)*
- *Lessons are for Learning (NE0388)*
- *Tweak to Transform (NE3739)*



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