

Madras College, St. Andrews.

MEMORANDUM

AS TO

THE DUTIES OF THE HEADMASTER.

1915.

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Madras College, St. Andrews.

HEADMASTERSHIP.

The Headmaster must be a graduate of some University of the United Kingdom. He will be appointed in terms of the Scheme of the Commissioners under the Educational Endowments (Scotland) Act 1882 relating to the Madras College, and on the conditions contained in the Scheme and subject to such other regulations and conditions as the Governors may from time to time prescribe.

The position of the Headmaster is defined by Sections 34, 35 and 37 of the Scheme, which are as follows :—

34. Subject to the approval of the governors and to the rules prescribed by or under the authority of this Scheme, the head master shall have under his control the choice of books, the methods of teaching, the arrangements of classes and school hours, and generally the whole organisation, discipline, and management of the school; and shall have the power of expelling children from the school or suspending their attendance thereat for any cause that appears to him sufficient, subject to an appeal to the governors.

35. The headmaster shall have the power of appointing and dismissing all assistant teachers; but no appointment or dismissal of an assistant teacher shall be final until approved by the governors, and in all such cases the approval or disapproval of the governors shall be entered in the minutes.

37. Subject to the provisions of this Scheme, the governors shall, after due consultation with the headmaster, prescribe the general subjects of instruction, the relative prominence and value to be assigned to each subject, the school terms, vacations, and holidays. They shall take the general supervision of the school buildings and arrangements. They shall determine the number of assistant teachers, and fix their salaries and mode of payment.

The Headmaster exercises a general supervision over both Departments of the School, as provided for in the Scheme, and takes part in the teaching of such subjects as the Governors determine.

The Headmaster fills up, so far as these bear upon educational matters, the various Forms, Returns, etc., from time to time required by the Scotch Education Department and other educational authorities, and transmits these to the Governors through the Secretary. He is responsible for the keeping of the various Class Registers, etc., in accordance with the instructions issued by the Department.

It is a part of the duty of the Headmaster to see that adequate access to the College and sufficient facilities for Practice in Teaching are granted to the students in training under the St. Andrews Provincial Committee enrolled at the St. Andrews Training Centre, and to act in consultation with the Master of Method and the Director of Studies of the said Committee, subject to the approval of the Governors.

The Headmaster reports from time to time on the conduct and progress of each Bursar and Free Scholar in the School that the Governors may be enabled to decide whether the Bursary or Free Scholarship should be continued. He reports annually on the state and efficiency, etc., of the School.

All communications relating to school matters from the teachers must be transmitted to the Secretary through the Headmaster.

Certain monies are at the disposal of the Headmaster and Assistant Teachers for providing requisites for games and recreations of the pupils, and the accounts in connection therewith must be submitted annually by the Headmaster to the Governors at the close of each session.

The salary of the Headmaster is £375 per annum with a house in the College grounds and the use, for drying and bleaching purposes, etc., during the pleasure of the Governors, of such part of the ground behind the College as may be assigned to him. The taxes on the occupancy of the house are payable by the Headmaster. The contributions to the Teachers' Superannuation Scheme payable by the Headmaster under Section 5 of the Superannuation Scheme are deducted from his salary.

The Headmaster will enter on his teaching duties on 1st September next, but he will be required to organise the various Departments of the School, subject to the approval of the Governors, and to prepare the Prospectus for Session 1915-16 before the close of the present Session in June. The appointment is terminable by him on three months' notice in writing.

N.B.—The foregoing is to be regarded as merely indicative of the general duties of the Headmaster, and is not to be considered as a complete Statement of the duties.

March, 1915.