

Senior teacher tasks :

1. Participate in setting up annual plans for the work of the committee.
2. Participate in the meetings of the committee.
3. Become acquainted with students' files and lists which are studied by the members of the committee according to their different specialisations.
4. Participate with school subject teachers in studying remedial and enrichment plans of the previous school year.
5. Approve remedial and enrichment plans and pay visits to classrooms to follow up the extent to which concerned teachers are activating such plans.
6. Ensure that teachers identify, as early as possible, students according to their levels of performance and send lists of students with low and high levels of performance to the students' attainment follow up committee. Strengths and weaknesses of each student shall be identified in order to be included in the committee's plan and to develop appropriate plans for them.
7. Communicate with educational supervisors of their school subjects and inform them of remedial and enrichment plans for their students as well as seek their technical and administrative advice on such plans.
8. Communicate with educational supervisors of their school subjects in training teachers on setting up remedial and enrichment plans.
9. Coordinate and cooperate with senior teachers of other school subjects to discuss means of cooperation to achieve the maximum possible benefit from remedial and enrichment programs and plans.
10. Follow up the extent to which students respond to plans set up for them.
11. Work towards the improvement of remedial and enrichment plans based on the extent to the students' response to these plans; and develop remedial plans at the end of school years for students of low attainment levels so as to be implemented in the forthcoming year.
12. Develop periodical reports on students' response to these plans.
Make use of others' experiences with regard to the improvement of the committee's work and the development of remedial and enrichment plans through communication with other schools to look for the latest developments in this field