

## **Module 5:**

# **School & Montessori School Management**

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## School and Montessori School Management

### 5.14 What Is A School?

If we put this simple question, there will be varied type of answers. Some people will say that it is a place of learning. Some will say, it is society in its miniature form. Some others will say, it is a temple where students sit together under the same roof on the same floor or carpet or desks and learn from the same teacher irrespective of caste, colour and creed.

All schools will be smaller at Initial stage. Then it grows and develops in the passage of time. We can hardly think of any Institution which comes up to acquire that status within no time. Reputation is gained slowly and gradually. Years' of labour and hard work are needed to have a standard type of institution.

#### 5.1.1 School Management

School Management means a managing body responsible for the running of an institution. The management is responsible for the financial matters as well as general policy of the institution. The management not only directs and controls but also energises the institution. The management helps in uprooting the drawbacks from the area of school life and also vitalizes the institution. A good management inspires the good staff, encourages them, recognizes their individual worth and thus to improve upon them by eliminating or improving the bad ones.

#### 5.1.2 A Dead School..... A Living School

Some of the educationists are saying that the school is dead to-day. That means they are working in a very dull and routine type of environment. The old methods of teaching, the same thing being repeated, everything living used is the same for the students who are decidedly different from the old ones. No creative work is being done by teachers or the students. The schools are producing that type of children who are good for nothing. They stand useless and misfits in the society. There is provision of games but their actual aims are being ignored. Now the question arises, what will this type of sorry state of affairs lead to deterioration and falling standards are being faced all around. Revolution is needed in this regard.

The School Dead or Living will be the outcome of the following

1. A good Headmaster.... Enthusiastic, creative, hardworking etc.
2. Efficient teachers ....creative, fit persons who rejoice while serving, eager to learn always, research minded etc.
3. The students community.... they are the outcome of teacher's efforts, but they should be persons at least ready to work etc.

4. The syllabus.
5. The financial aspects etc.

The successful Headmaster and the efficient staff can undoubtedly change the lot of the school to make it really good one.

### **5.1.3 The following are the aims and objectives of school management.**

1. To provide efficient social life to the students and thus to prepare them in the art of 'living together'.
2. To bring school and community closer to each other.
3. To prepare the students for some vocation which is according to their interests and abilities?
4. To help the pupils in the unfolding and blossoming of their personality.
5. To enable the students to have the right type of philosophy of life.
6. To conserve all the good practices and conventions of the past.
7. To help in the realization of objectives of education as laid down by educational experts.
8. To bring harmony between the plans and the tasks.
9. To make maximum use of all educational facilities in order to attain the desired objectives and to help minimize the wastage.
10. To provide healthy atmosphere for experimentation and research.

### **5.1.4 The following are the major points on which majority of experts agree:**

1. Planning
2. Organizing
3. Staffing
4. Budgeting
5. Recording and reporting
6. Direction
7. Co-ordination
8. Controlling

**Planning:** Planning is sine-qua-non of efficient administration. It is working out the broad outlines from the beginning to the end. There is need for planning at the initial stages, in the middle and also at the end. Here the person who prepares plan sees to the Means achieve the resources available, resources likely to be made available, different types of facilities needed for it, etc.

Good planning alone at the initial stage is bound to reap good harvests. It, of course, needs patience, courage, perseverance and lot of experience on the part of the planners. It is intellectual activity which requires full knowledge and insight into things and imaginations.

There is a Chinese proverb, if you plan for a year, plant grain, if you plan for ten year plant trees and if you plan for hundred year plant man.

In administration, planning is not an independent activity it is in fact, a part of the whole process of administration. It is not an end in itself, It is rather a means to end, Efficient planning is of interest and important in educational administration. Only then wasteful acting or overlapping or gaps can be avoided.

Moreover, educational planning is a dynamic process. It is prospective as well as retrospective. It looks forward eagerly to see how things are taking shape and then it looks backward to find out how far the desired plans are being materialized.

Planning in the country is done at the following levels

1. Central Level
2. State Level
3. Local Level
4. Institution Level

Should it start at Central level or be carried out the institution level, all powers of planning in our country are generally with the higher authorities. For the effective and smooth functioning of the schools, institutional planning is needed.

**Organising:** Organising is setting up of things and providing proper school environment, it is very important aspect of administration, without it there would be confusion and chaos and that may result in wastage of time, energy and material. Organising is twofold activity. On the one hand, it makes management of human material needed in the school and on the other hand it provides non-human material. Both the types of materials need to be organized in such a way that the whole programme is successfully put to practice. Both planning and organization are interlinked.

**Staffing:** An institution stands on the basis of the staff and the students. Staffing means recruitment of suitable staff for the institution as per its basic needs, having qualities and qualifications as laid down by the authorities The Head of the institution is expected to staff his institution to the maximum use of the institution. Naturally he will be able to do the distribution to work as per their capabilities and capacities to get praise-worthy work out of them.

**Budgeting:** Budgeting means preparing the statement of income and expenditure for the smooth functioning of the school: In the present set up of school life, there is need of becoming more conscious of financial aspects of education. A lot of improvements in

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