

ABSTRACT

The diploma thesis deals with the definition of the responsibilities of a form master at a lower secondary school. The aim is to describe which activities should constitute the responsibilities of a form master at a lower secondary school, which activities form masters actually carry out, how their responsibilities are defined, and the way the form masters are informed about what they are expected to do. The theoretical part provides an overview of what can be found about form masters' work and their responsibilities in the specialized literature. In the practical part, documents issued by the Ministry of Education, Youth and Sports and the Czech School Inspectorate were scrutinised using the method document analysis. The analysis has shown that these documents do not contain any lucid definition of a form master and nor do they provide any list of their responsibilities. The second research method used in this thesis is a structured interview with four form masters working at different lower secondary schools. The interviews helped to find out what responsibilities these four form masters have to carry out and how they were informed about them. The four teachers have more or less the same responsibilities; taking attendance, communicating with parents and organizing school events being the most frequent ones mentioned by them. The form masters stated that they had not been clearly informed in advance about their responsibilities.