## SAMPLE TIMETABLE DIRECTOR OF STUDIES (DOS)



## SUNDAY

MORNING AFTERNOON EVENING

## **DAY OFF**

MORNING AFTERNOON EVENING  TEACHERS' BRIEFING TESTING OF NEW STUDENTS  TUESDAY  MORNING AFTERNOON EVENING  TEACHERS' BRIEFING TEACHERS' BRIEFING DROP IN OBSERVATIONS GLINDUCTION WRITE ROTA FOR FOLLOWING WRITE ROTA FOR FOLLOWING WRITE ROTA FOR TRINITY EXAMS CMT MERTING  TEACHERS' BRIEFING THURSDAY  MORNING AFTERNOON  THURSDAY  MORNING AFTERNOON  TEACHERS' BRIEFING TEACHERS' WORKSHOP TEACHERS' BRIEFING TEACHERS' BRIEFING TEACHERS' BRIEFING TEACHERS' WORKSHOP TEACHERS' BRIEFING TEACHERS' BRIEFING TEACHERS' BRIEFING TEACHERS' BRIEFING TEACHERS' WORKSHOP TEACHERS BRIEFING TEAC	MONDAY		
TUESDAY  MORNING  TEACHERS' BRIEFING DINNERDAY  MORNING  AFTERNOON  EVENING  TEACHERS' BRIEFING DROP IN OBSERVATIONS GL INDUCTION  WEDNESDAY  MORNING  AFTERNOON  WEDNESDAY  MORNING  AFTERNOON  WEDNESDAY  MORNING  AFTERNOON  EVENING  TEACHERS' BRIEFING FULL OBSERVATIONS CMT MEETING FULL OBSERVATIONS CMT MEETING  TEACHERS' BRIEFING FULL STAFF MEETING PREPARE FOR TRINITY EXAMS ENSURE STUDENT REPORTS ARE DONE  THURSDAY  MORNING  AFTERNOON  FUNING  TEACHERS' BRIEFING TEACHERS' WORKSHOP PREPARE END OF COURSE CERTIFICATES  FRIDAY  MORNING  AFTERNOON  FUNING  TEACHERS' WORKSHOP PREPARE END OF COURSE CERTIFICATES  FRIDAY  MORNING  AFTERNOON  FUNING  TEACHERS' BRIEFING TEACHERS' WORKSHOP PREPARE END OF COURSE CERTIFICATES  FRIDAY  MORNING  AFTERNOON  FUNING  DINNER DUTY NIGHT DUTY	MORNING	AFTERNOON	EVENING
MORNING  AFTERNOON  EVENING  TEACHERS' BRIEFING DROP IN OBSERVATIONS GL INDUCTION  WEDNESDAY  MORNING  AFTERNOON  TEACHERS' MEETING PREPARE FOR TRINITY EXAMS ENSURE STUDENT REPORTS ARE DONE  THURSDAY  MORNING  AFTERNOON  THURSDAY  MORNING  AFTERNOON  TEACHERS' MEETING PREPARE FOR TRINITY EXAMS ENSURE STUDENT REPORTS ARE DONE  THURSDAY  MORNING  AFTERNOON  TEACHERS' BRIEFING TEACHERS' WORKSHOP PREPARE END OF COURSE CERTIFICATES  FILL STAFF MEETING GENERAL ADMIN TASKS  FRIDAY  MORNING  AFTERNOON  EVENING  TEACHERS' WORKSHOP PREPARE END OF COURSE CERTIFICATES  FRIDAY  MORNING  AFTERNOON  EVENING  TEACHERS' BRIEFING		ORGANISE CLASSROOMS FOR FOLLOWING	GENERAL ADMIN TASKS
TEACHERS' BRIEFING DROP IN OBSERVATIONS GL INDUCTION  WEDNESDAY  MORNING  TEACHERS' BRIEFING FULL OBSERVATIONS CMT MEETING CMT MEETING  TEACHERS' BRIEFING FULL OBSERVATIONS CMT MEETING  TEACHERS' MEETING FOR FOR TRINITY EXAMS ENSURE STUDENT REPORTS ARE DONE  TEACHERS' BRIEFING TEACHERS' WORKSHOP TEACHERS' BRIEFING TEACHERS' BRIEFING TEACHERS' WORKSHOP TEACHERS' BRIEFING TEACHERS' BRIEFING TEACHERS' WORKSHOP TEACHER APPRAISALS  THURSDAY  MORNING  AFTERNOON  TEACHERS' WORKSHOP PREPARE END OF COURSE CERTIFICATES  FRIDAY  MORNING  AFTERNOON  EVENING  TEACHERS' BRIEFING	TUESDAY		
DROP IN OBSERVATIONS GLINDUCTION  PLAN TEACHERS' SEMINAR WRITE ROTA FOR FOLLOWING WEEK  WEDNESDAY  MORNING  AFTERNOON  TEACHERS' BRIEFING FULL OBSERVATIONS CMT MEETING FULL OBSERVATIONS CMT MEETING FULL OBSERVATIONS CMT MEETING FULL STAFF MEETING FULL STAFF MEETING GENERAL ADMIN TASKS  FULL STAFF MEETING FULL STAFF ME	MORNING	AFTERNOON	EVENING
MORNING  AFTERNOON  TEACHERS' BRIEFING FULL OBSERVATIONS CMT MEETING FULL STAFF MEETING PREPARE FOR TRINITY EXAMS ENSURE STUDENT REPORTS ARE DONE  THURSDAY  MORNING  AFTERNOON  EVENING  TEACHERS' BRIEFING TEACHERS' WORKSHOP TEACHER APPRAISALS  TEACHER APPRAISALS  FRIDAY  MORNING  AFTERNOON  EVENING  TEACHERS' WORKSHOP PREPARE END OF COURSE CERTIFICATES  FRIDAY  MORNING  AFTERNOON  EVENING  DINNER DUTY NIGHT DUTY	DROP IN OBSERVATIONS	PLAN TEACHERS' SEMINAR	
TEACHERS' BRIEFING FULL OBSERVATIONS CMT MEETING PREPARE FOR TRINITY EXAMS ENSURE STUDENT REPORTS ARE DONE  FULL STAFF MEETING GENERAL ADMIN TASKS	WEDNESDAY		
FULL OBSERVATIONS CMT MEETING ENSURE STUDENT REPORTS ARE DONE  THURSDAY  MORNING  AFTERNOON  TEACHERS' BRIEFING TEACHER APPRAISALS  FULL STAFF MEETING GENERAL ADMIN TASKS	MORNING	AFTERNOON	EVENING
MORNING  AFTERNOON  EVENING  TEACHERS' BRIEFING TEACHERS' WORKSHOP PREPARE END OF COURSE CERTIFICATES  FRIDAY  MORNING  AFTERNOON  EVENING  TEACHERS' BRIEFING PLAN FOR STAFF INDUCTION PLAN FOR NEXT WEEK'S TESTING AND NIGHT DUTY NIGHT DUTY NIGHT DUTY	FULL OBSERVATIONS	PREPARE FOR TRINITY EXAMS	
TEACHERS' BRIEFING TEACHER APPRAISALS  TEACHERS' WORKSHOP PREPARE END OF COURSE CERTIFICATES  GENERAL ADMIN TASKS  FRIDAY  MORNING  AFTERNOON  EVENING  TEACHERS' BRIEFING CMT MEFTING  PLAN FOR STAFF INDUCTION PLAN FOR NEXT WEEK'S TESTING AND NIGHT DUTY NIGHT DUTY	THURSDAY		
TEACHER APPRAISALS  PREPARE END OF COURSE CERTIFICATES  FRIDAY  MORNING  AFTERNOON  EVENING  TEACHERS' BRIEFING CMT MEFTING  CMT MEFTING  PLAN FOR NEXT WEEK'S TESTING AND NIGHT DUTY NIGHT DUTY NIGHT DUTY	MORNING	AFTERNOON	EVENING
MORNING AFTERNOON EVENING  TEACHERS' BRIEFING CMT MEFTING PLAN FOR STAFF INDUCTION PLAN FOR NEXT WEEK'S TESTING AND NIGHT DUTY NIGHT DUTY			GENERAL ADMIN TASKS
TEACHERS' BRIEFING  PLAN FOR STAFF INDUCTION  CMT MEFTING  PLAN FOR NEXT WEEK'S TESTING AND  NIGHT DUTY  NIGHT DUTY	FRIDAY		
TEACHERS' BRIEFING  PLAN FOR NEXT WEEK'S TESTING AND  NIGHT DUTY  NIGHT DUTY	MORNING	AFTERNOON	EVENING
		PLAN FOR NEXT WEEK'S TESTING AND	
SATURDAY	SATURDAY		
MORNING AFTERNOON EVENING	MORNING	AFTERNOON	EVENING

<sup>\*</sup> Student supervision includes free-time, breakfast, lunch and dinner duties. These are often 30 mins but can take more or less time depending on group sizes.

<sup>\*\*\*</sup> Night duty is only performed by Student Welfare Officers and Managers.



INDUCTION OF NEW TEACHERS

GENERAL ADMIN TASKS



**DINNER DUTY** 

NIGHT DUTY

<sup>\*\*</sup> Lights out duty is generally 10.30 PM to 11.30 PM. Duties may vary according to the needs of the centre, but the hours worked would never be more than 48 hours per week.