

# SAMPLE TIMETABLE

## ASSISTANT DIRECTOR OF STUDIES (ADOS)



### SUNDAY

#### MORNING

#### AFTERNOON

#### EVENING

### DAY OFF

### MONDAY

#### MORNING

TEACHERS' BRIEFING  
TESTING OF NEW STUDENTS  
ASSIST WITH TEST MARKING  
CHECK IN WITH NEW TEACHERS

#### AFTERNOON

TEST AND INDUCT NEW STUDENTS  
ALLOCATE NEW CLASSES

#### EVENING

ALLOCATE NEW CLASSES  
ENSURE CLASSROOMS ARE READY FOR  
NEW CLASSES TOMORROW

### TUESDAY

#### MORNING

TEACHERS' BRIEFING  
SUPERVISE STUDENTS GETTING INTO CLASSES  
DISTRIBUTE LISTS OF DEPARTING STUDENTS  
TO TEACHER TRAYS

#### AFTERNOON

MANAGEMENT MEETING  
PREPARE TEACHER SEMINAR  
PREPARE GL SEMINAR  
HELP DOS WITH ADMIN

#### EVENING

HELP TEACHERS WITH PLANNING

### WEDNESDAY

#### MORNING

TEACHER'S BRIEFING  
PREPARE EXCURSION LESSONS  
PREPARE CERTIFICATES FOR FRIDAY LEAVERS  
HELP DOS WITH ADMIN

#### AFTERNOON

COVER FOR ABSENT TEACHER

#### EVENING

HELP TEACHERS WITH PLANNING  
DINNER DUTY

### THURSDAY

#### MORNING

TEACHERS' BRIEFING  
CHECK TEACHERS HAVE CORRECT  
EXCURSION MATERIALS  
ADMIN

#### AFTERNOON

ASSIST DOS WITH APPRAISALS FOR  
DEPARTING STAFF  
PREPARE FOR CERTIFICATE CEREMONY  
ASSIST/ DELIVER GL SEMINAR

#### EVENING

HELP TEACHERS WITH PLANNING  
DINNER DUTY  
NIGHT DUTY

### FRIDAY

#### MORNING

TEACHERS' BRIEFING  
SETUP FOR CERTIFICATE CEREMONY  
HELP DOS WITH ADMIN

#### AFTERNOON

COVER FOR ABSENT TEACHER

#### EVENING

ADMIN

### SATURDAY

#### MORNING

FULL DAY EXCURSION TO LONDON

#### AFTERNOON

#### EVENING

NIGHT DUTY

\* 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.

\*\* 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.

\*\*\* Night duty is only performed by Student Welfare Officers and Managers.