

# SAMPLE TIMETABLE

## DIRECTOR OF STUDIES (DOS)



### SUNDAY

#### MORNING

#### AFTERNOON

#### EVENING

### DAY OFF

### MONDAY

#### MORNING

#### AFTERNOON

#### EVENING

TEACHERS' BRIEFING  
TESTING OF NEW STUDENTS

PLACEMENT OF STUDENTS INTO CLASSES  
ORGANISE CLASSROOMS FOR FOLLOWING  
DAY

GENERAL ADMIN TASKS

### TUESDAY

#### MORNING

#### AFTERNOON

#### EVENING

TEACHERS' BRIEFING  
DROP IN OBSERVATIONS  
GL INDUCTION

GENERAL ADMIN TASKS  
PLAN TEACHERS' SEMINAR  
WRITE ROTA FOR FOLLOWING WEEK

GENERAL ADMIN TASKS  
DINNER DUTY

### WEDNESDAY

#### MORNING

#### AFTERNOON

#### EVENING

TEACHERS' BRIEFING  
FULL OBSERVATIONS  
CMT MEETING

TEACHERS' MEETING  
PREPARE FOR TRINITY EXAMS  
ENSURE STUDENT REPORTS ARE DONE

FULL STAFF MEETING  
GENERAL ADMIN TASKS

### THURSDAY

#### MORNING

#### AFTERNOON

#### EVENING

TEACHERS' BRIEFING  
TEACHER APPRAISALS

TEACHERS' WORKSHOP  
PREPARE END OF COURSE CERTIFICATES

GENERAL ADMIN TASKS

### FRIDAY

#### MORNING

#### AFTERNOON

#### EVENING

TEACHERS' BRIEFING  
CMT MEETING

PLAN FOR STAFF INDUCTION  
PLAN FOR NEXT WEEK'S TESTING AND  
TEACHING

DINNER DUTY  
NIGHT DUTY

### SATURDAY

#### MORNING

#### AFTERNOON

#### EVENING

INDUCTION OF NEW TEACHERS  
GENERAL ADMIN TASKS

DINNER DUTY  
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.