

# SAMPLE TIMETABLE

## SENIOR TEACHER (ST)



### SUNDAY

#### MORNING

#### AFTERNOON

#### EVENING

### DAY OFF

### MONDAY

#### MORNING

#### AFTERNOON

#### EVENING

TEACHERS' BRIEFING  
TESTING OF NEW STUDENTS

HELP WITH PLACEMENT OF STUDENTS  
HELP ORGANISE CLASSROOMS FOR NEXT  
DAY

SUPPORT IN LESSON PLANNING

### TUESDAY

#### MORNING

#### AFTERNOON

#### EVENING

TEACHERS' BRIEFING  
TEACH

SUPPORT FOR INEXPERIENCED TEACHERS  
HELP PLAN TEACHERS' SEMINAR

EVENING ACTIVITY

### WEDNESDAY

#### MORNING

#### AFTERNOON

#### EVENING

TEACHERS' BRIEFING  
TEACH

LUNCH DUTY  
HALF DAY EXCURSION

DINNER DUTY  
FULL STAFF MEETING

### THURSDAY

#### MORNING

#### AFTERNOON

#### EVENING

TEACHERS' BRIEFING  
TEACH

TEACHERS' WORKSHOP  
HELP DOS TO PREPARE END OF COURSE  
CERTIFICATES AND ADMIN TASKS

FREE EVENING

### FRIDAY

#### MORNING

#### AFTERNOON

#### EVENING

TEACHERS' BRIEFING  
TEACH

FREE AFTERNOON

EVENING ACTIVITY

### SATURDAY

#### MORNING

#### AFTERNOON

#### EVENING

FULL DAY EXCURSION TO BRIGHTON

EVENING OFF

\* 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.