

**GOOD FOUNDATION PREPARATORY SCHOOL, NAMUGONGO JJANDA**

**“YOU REAP WHAT YOU SOW’’**

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**ROLES/DUTIES OF A CLASS MANAGER**

1. Marks the register daily and makes all totals accordingly.
2. Ensures that there’s no forgery and unnecessary erasures/patches in the register.
3. Submits the register to the administrator in charge as it may be required from time to time.
4. Writes the correct/accurate class daily attendance on the chalkboard.
5. Enforces the school rules & regulations, policies and programmes as may be directed from time to time.
6. Ensures that teachers and pupils are punctual for any activity
7. Ensures that all children are in the right uniform and smartly dressed
8. Ensures that his/her students are escorted by their teachers whenever they are going for outdoor lessons, lunch ,relief etc.
9. Educates, guides and counsels the students both as a group and as individuals for their moral, social and academic growth and development.( Good relationship with all pupils )
10. Correctly and promptly communicates official information to the class and from the pupils to the relevant persons and authorities.
11. Collects, records and updates relevant information regarding each pupil.
12. Keeps a record of each child’s progress in all spheres e.g discipline, academic performance.
13. Compiles mark sheets and prepares neat, clear and correct performance reports for each pupil whenever required.
14. Ensures that the class timetable is followed by all teachers teaching in that class
15. Checks all children’s books to ensure that teachers give qualitative, reasonable assignments, marked and corrections done
16. Organizes remedial lessons for slow learners
17. Ensures that all teachers enforce good handwriting in their subjects
18. Sets targets for teachers to ensure academic excellence of his/her class
19. Organises, trains and guides the students for any competitions on class basis or as required
20. Reports to the head-of-section or Director-of-Studies.
21. Supervises any elections at either class or school level and to be responsible for any appointment to responsibilities in the class(es).
22. Ensures that there is a conducive teaching/learning environment in the classroom.
23. Liaises with subject teachers to create a better classroom environment, and change the materials used from time to time.
24. Heads all teachers for his/her class and jointly propagates a better and commendable academic performance.
25. Updates the administration on any academics challenges of each child
26. Monitor pupils’ health status and report to the immediate supervisor
27. Ensures all the school property in class is not damaged
28. Maintains the highest degree of cleanliness