**TEACHER ON DUTY RESPONSILITIES**

**1. Monitoring the arrival of both learners & Teachers & helps the DOS to confirm the arrival book & return to the DOS for forwarding to the Deputy Head Teacher**

**2. Supervising the cleaning of the compound, latrines & urinals**

**3. Monitoring the sweeping & mopping of the classrooms**

**4. Supervising the Gate & Welcoming Visitors**

**5. Checking the hygiene of the Learners Body & Uniforms**

**6. Controlling Learners during Meals**

**7. Running Parades/Assemblies**

**8. Co-ordinating with other Heads of Department to ensure the smooth running of the school programs**

**9. Submitting daily or Weekly Reports to the DOS for review before forwarding to the Head Teachers office**

**10. Helping the DOS to monitor academic programs**

**11. Recieving, Handling the indiscipline cases & forwarding to the DOS incase of disagreements in the process**

**12. Helping the DOS in updating other Teachers & Learners on new Programs**

**13. Chairing the End of week Evaluation Meetings incase**

**14. Giving constructive feedbacks to any questions & tasks assigned during the course of the week**

**15. Leading the schools co-curricular activities during his / her week**

**16. Together with the Religious Teacher, organizes the school Prayer Days**

**17. Works together with the Welfare Teacher to ensure that both Learners & Teachers eat in time**

**18. Helping the DOS & Welfare to take care of the school property**

**19. Guiding & reminding the time keeper to sound the bell at the right time**

**20. Leaves the school last to ensure that all the school property is well kept & all Learners have gone home**