**DUTIES OF A TEACHER IN –CHARGE OF CoUNSELLING AND LIFE ORIENTATION**

1. Forms part of 2nd Line Management.
2. Is a chief Counsellor of boys and girls.
3. Can accompany pupils on trips, sports, outings; life orientation trips etc, to ensure their safety and meaningful education.

* Makes transport and feeding arrangements for travel of pupils where necessary.

1. Assists in supervising pupils’ general appearance and cleanliness.
2. In-charge of grooming and etiquette:

* May organize seminars to this effort.

1. Participates actively in the selection and appointment of prefects and holds regular meetings with them.

* Draws up and monitors the implementation of the prefects’ duty roaster.
* Program for prefects meetings to be drawn and submitted to the director.
* Minutes of meetings held to be taken down and a copy to be handed to the director.
* Supervises, organizes, monitors and promotes the efficient operations of prefects.

1. Guides, counsels and directs pupils in all matters of future course studies and other prospects.

* Seminars and trips also to be organized to this effect.

1. Is part of centre of the organisation and procedures of school functions, with marketing department, including civvies.
2. Organizes induction of new pupils into the school and carries out the induction with other responsible officers.
3. Any other duties assigned.