



General Staff Duties

1. Be responsible for daily registration at 8.40 a.m. A student's absence at the time of registration should be indicated by a pencil dot in the appropriate column. The dot should be subsequently changed to an "A" for absent or an "L" for late. If a student is present / is made for the a.m. session and \ for the p.m. At the end of each term the total number of 'lates' and 'absents' must be recorded in the register.
2. Make a daily check on the school uniform. Check for hair ornaments, nail polish and jewellery and to ensure general tidiness and conformity to the school rules.
3. Ensure that students line up and leave promptly for assembly. Students should be accompanied to the assembly (House Prayers excluded) by the Form Teacher and who will supervise them throughout the period of prayers.
4. Ensure that when absentees return to school, they present letters explaining their absence. These should be handed to the Secretary.
5. Use form sessions to hear students' problems, answer questions and to get acquainted with your charges.
6. Check daily on the tidiness of your classroom. Report any concerns to your Year Head.
7. Remind students that petty fees must be paid within the first four weeks of term.
8. Collect marks from subject teachers and have reports ready on time.
9. Ensure that reports are signed by the parent/guardian and returned on time.
10. Encourage students to make a contribution to their House through sound academic performance, regular attendance and punctuality. All students cannot receive prizes, but they can contribute to the esteem which the house enjoys.
11. Certificates of Achievement are presented to those students who gain five or more A's (at least 75%) during terms I and II.
12. Remind students of the correct way to address teachers: "Mr. Goddard" NOT "Goddard". They should not shout out a name in order to attract a teacher.
13. Discourage students from going to the staffroom unless it is absolutely necessary.
14. Avoid sending students to the staffroom unless you know that what you want can be easily and readily found.
15. Teachers are issued with two Hall passes which are available from the office. Students are NOT allowed on the corridors without a Hall pass. Please collect your Hall pass when the student returns to the class.