



# ST THOMAS NYABULA SECONDARY SCHOOL

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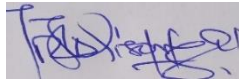
## **DUTIES AND RESPONSIBILITIES OF A CLASS TEACHER**

- To act as a parent of the class and provide moral support for academic undertakings
- To know all the student in the class by names, gender, academic capabilities and behavior, so as to solve their academic and social challenges through counselling.
- To record and keep the daily attendance of the students and submit attendance record to the academic office.
- To remind students of respective class on school rules and regulations and their offenses so as to ensure students always adhere to school rules and regulations as they are stipulated.
- Ensure students participation on all academics activities.
- Assist academic master/mistress by making close follow up of teaching and learning progress of the students.
- To lead election of the class leaders.
- To build and maintain good relationship with parents both academically and behavior wise
- Create and maintain good relationship with students so that they can willingly expose their problems.

- To raise confidence, competence and curiosity of learning in the class towards academic excellence.
- To conduct class meetings accordingly and submit report to the headmaster`s office.
- To cooperate with the academic office on preparation of academic progressive report of the respective class.
- To attend students` non curricular programs such as sports and the likes
- To promote English speaking everywhere
- To perform any other duties as my be assigned by your superiors

Wishing You Best of Luck

Rauce Kisonga

A handwritten signature in blue ink, appearing to read 'Rauce Kisonga', is placed over a light grey rectangular background.

Headmaster

**CC: School Director**