



ST THOMAS NYABULA SECONDARY SCHOOL

PO Box 170, Iringa

Office Phone Number: +255755 302 572

Email: emilkindole@yahoo.com

Website: www.nyabulaparish.or.tz

20th January, 2022

DUTIES AND RESPONSIBILITIES OF DORMITORY MASTERS/MISTRESS

- To know all dormitory members (students) by names, gender and behavior
- To make follow-up on dormitory members attendance register by calling their names daily
- To enforce dormitory rules and regulations
- To identify any misconduct and act upon them immediately
- To get informed of whatever bad strategies/behavior that are on pipe line and act accordingly
- To be attentive to students' problems/ welfare and work on them timely and report to headmasters' office
- To accept, listen and solve all problems of the students wisely
- To understand thoroughly all dormitory members so as to identify and solve social weakness and counsel them accordingly
- To create and maintain good relationship with dormitory students so that they can willingly expose their problems and or challenges
- To identify students who have weakness in time management (as a second parent) and find a way to wisely assist them
- Identify students who need help in some areas and find a friendly and wisely way of assisting them (without embarrassing them)

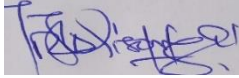
- To call/hold brief meetings with dormitory members and invite ideas and hear any complains at an early stage
- Conduct periodic meetings (this can be done so as to put more emphasis on dormitory rules; make critical evaluation on general conduct progress and performance – The report should be submitted to the Headmaster
- Lead the election/appointment of dormitory leaders
- Train the students to acquire/show good and acceptable habits like welcoming, generosity, greetings, appreciating, apologizing etc.
- Arrange, supervise and inspect dormitory routine i.e. time management/punctuality
- Record and keep students behavioral report
- Initiate competition among the dormitory and set criteria for winning – prizes to be given
- To receive any instructions from the administration and act upon it promptly
- Encouraging English speaking

CRITERIA FOR DOMITORY COMPETITION

- Time management everywhere
- Personal cleanness, smartness and self-health hygiene
- Dormitory cleanness, property arrangement and bed making
- No abusive language, bullying or noise making
- No incidence such as fighting or stealing
- No destruction of school property or other fellow properties
- Respect, obedience and harmony among members of that particular Dormitory
- High levels of discipline

Wishing You Best of Luck

Rauce Kisonga



Headmaster

CC: School Director