



ST THOMAS NYABULA SECONDARY SCHOOL

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20th January, 2022

DUTIES AND RESPONSIBILITIES OF TEACHER ON DUTY (T.O.D)

- To be the first to report to school early in the morning and last to leave after evening preparation.
- To supervise all activities conducted within a day and give out formal report.
- To conduct general school roll call and identify the students who are absent.
- To crosscheck on preparation of breakfast, lunch and dinner and ensure that students take breakfast and food on time.
- To ensure all students attend parade and no movement during class times.
- To ensure teachers are attending class sessions, clubs and sports basing on the school daily routine/time table
- To report all emergency cases that arise immediately to the administration on daily basis.
- To receive any instruction from the administration and act upon it promptly.
- To ensure English speaking is observed.

Wishing You Best of Luck

Rauce Kisonga

Headmaster

CC: School Director