

Tasks of on-duty teachers:

On-duty teachers shall:

1. Work towards implementing principles and values among students and shall be committed to the ethics of the profession as well as working as team members.
2. Arrive at school half an hour before the beginning of the morning assembly; and follow up morning exercises and the school broadcasting programme.
3. Inspect classrooms and school yards as well as other facilities to ensure that they are clean and ready for students to begin a new school day. Such an inspection is also required at the end of the school day.
4. Follow up the school timing for periods and supervise the public order inside the school.
5. Keep an eye on students' behaviour during breaks and solve clashes which occur among students in coordination with the relevant form teachers.
6. Ensure that lights and air conditioners are turned off at the end of the school day.
7. Cooperate with floors supervisors in following up students' attendance inside classrooms and record absentees and late arrivals during every school day; and inform the assistant headmaster for administrative and financial affairs of such cases.
8. Observe students' adherence to order and discipline during morning assemblies and the recitation of the National Anthem as well as during their march in well-arranged lines to enter classrooms.
9. Maintain order and discipline inside and outside classrooms until teachers move into classrooms.
10. Keep the general order of the school throughout the school day and follow up teachers' attendance inside classrooms at the beginning of every lesson.
11. Supervise students' alighting from school buses at the beginning of the school day and their boarding on buses at the end of the school day.
12. Record names of sick students and refer them to hospital in coordination with the nurse and the school administration.
13. Patrol the school and its facilities during breaks to maintain order and prevent occurrence of clashes, if any, among students as well as solve such clashes through educative approaches whenever they occur.
14. Inform the school head teacher, immediately, of any incidents that take place inside the school.

15. Develop substitute teachers' timetables in coordination with the assistant head teacher for administrative and financial affairs.
16. Inform the assistant head teacher for administrative and financial affairs of names of absent teachers and teachers who arrive late to their lessons inside classrooms.
17. Follow up the process of school activities during their assigned days of duty.
18. Leave the school premises at the end of the school day only when all students have already left.
Develop and submit to the assistant head teacher for administrative and financial affairs reports on the course of the whole school day