

## EXAMPLE STAFF TIMETABLES

### CENTRE SUPPORT & WELFARE MANAGER

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
0800-0830							
0830-0900	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
0900-0930	Welcome & Testing New Students					Day Off	Emergency Cover for Activity Manager
0930-1030							
1030-1100	Break	Break	Break	Break	Break		
1100-1230	Induction lessons		Paperwork: HQ forms	Meeting with the House Keeper	Organising monitoring schedule for following week		
1230-1300	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
1300-1330	Meeting with all individuals to introduce new arrivals	Meeting with all individuals	Meeting with all individuals	Meeting with all individuals	Meeting with all individuals		Welcome Arrivals
1330-1500	Helping with Marking & Placing students in classes	Teaching	Teaching	Management Meeting: Staff Rotas for following week	Covering Peer Observation		Emergency Cover for Activity Manager
1500-1530	Break	Break	Break	Break	Break		Campus Orientation Tours for new arrivals
1530-1700	Helping with Class Lists, etc.	Paperwork: Certificates and Academic Reports	Covering Peer Observation	Teaching			
1700-1800	Teaching	Teaching	Teaching	Teaching	Teaching		
1800-1830	Staff Meeting						
1830-1900	Monitoring Dinner	Monitoring Dinner	Monitoring Dinner	Monitoring Dinner	Monitoring Dinner		Monitoring Dinner
1900-1930	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner
1930-2000							
2000-2200	Paperwork: Writing up minutes of meeting	Group Leader Cheese 'n Wine Party (Alternating with Activity Manager)		Checking on Evening Activity	Paperwork: Organising Feedback	Evening Off	
2200-2400	Night Patrol	Night Patrol (Alternating with Activity Manager)		Night Patrol	Night Patrol		Night Patrol

\* The above covers most duties, which will not all be necessary in the same week, but total hours should average out at no more than 48 per week