

EXAMPLE STAFF TIMETABLES

DIRECTOR OF STUDIES

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
0800-0840	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
0840-0900	Assembly	Assembly	Assembly	Assembly	Assembly	See off excursion coaches Write up Weekly Report Write up Staff References	Day Off
0900-1030	Testing/Induction of new students	Checking classes	Teacher Observations	Group Leader Methodology Workshop	Checking classes		
		Group Leader Meeting			Group Leader Meeting		
1030-1100	Break: available for teachers	Break: Check levels with teachers	Break: available for teachers	Break available for teachers	Break: available for teachers		
1100-1230	Helping with Oral tests & Monitoring Inductions	Prepare Teacher Development	Teacher Observations	Paperwork	Monitor feedback & certificate presentations		
				Plan Teachers' Meeting with Centre Manager			
1230-1300	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
1300-1330			Observation Feedback	Teachers' Meeting	Observation Feedback		
1330-1500	Marking Tests & allocating students to classes	Meeting with Academic Manager	Write up Observations	Management Meeting: Staff Rotas for following week	Management Meeting: Checking the Weekend	New Staff Inductions (if appropriate)	
1500-1530	Break: available for teachers	Break: Check levels with teachers	Break: available for teachers	Break: available for teachers	Break: available for teachers		
1530-1700	Preparing new class lists	Organise Academic Reports and Certificates	Management Meeting General	Write up Observations	Monitor feedback & certificate presentations		
1700-1800	Monitor Optional Joint Planning session	Present Teacher Development session	Monitor Optional Joint Planning session	Monitor Optional Joint Planning session &	Monitor Optional Joint Planning session		
1800-1830	Staff Meeting	Monitor Optional Joint Planning session		Check/Get corrected Academic Reports and organise for Friday departures	Observation Feedback & Write up Observations		
1830-1900							
1900-2000	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner
2000-2200		Group Leader Cheese 'n Wine Party					Evening Off
2200-2400						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