

Motithang Higher Secondary School



Class Teachers

- Make students aware of the school discipline policy for strict compliance
- Proper maintenance of class room cleanliness
- Compile students' information in the class files
- Keep record of students' attendance/ leave record and be intimate with school authorities and the parents
- Maintain EBA record of the individual students for reference to the management and the parents
- Coordinate SUPW activities and the flower gardening
- Encourage the students to participate in both academic and co- curricular activities

HoD (Head of Subject Department)

- Prepare Annual Plan for the concerned subject in consultation with the members
- Conduct subject department meetings with the minutes of meeting for reference and submit to the Academic Department
- Maintain a record of lesson plans for reference to the school management and for external auditing
- Render support to the subject faculty for professional development
- Timely lesson observations of the faculty members with feedback
- Act as an bridge between the school management and the faculty

House master /mistress

- Coordinate house activities and competitions.
- Maintain discipline of house members during morning assembly and house activities.
- Ensure that the members are with proper school dress code.
- Check attendance of members during morning assembly and house activities.

Teacher On Duty

- Ensure the safety of students during the school hours.
- Inspect morning social works
- Conduct morning assembly and speeches.
- Review the activity carried out on the previous day with some comments.
- Give a value related talks during morning assembly
- Make necessary announcements for the day in consultation with school administration and colleagues.
- Update Students' Leave/ Sick boards.
- Update Notice board (eg: teacher on leave and thought for the day).

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- Take responsibility for all disciplinary problems.
- Conduct evening prayers after the 7th period.
- Major school event falling on the day has to be organized with the person concerned.
- Maintain TOD report to provide information to the school authority.
- TOD is responsible for the whole day event.

Motithang HSS