



**MINISTRY OF EDUCATION & HUMAN RESOURCE DEVELOPMENT**

**REPORT ON TEMPORARY TEACHERS**

A report is to be written on a temporary teacher based on his/her performance of the duties listed in the Education Regulations 1982 Cap. 41, Section 23. The Report is to be submitted to the Chief Education Officer at the end of the assignment. If the assignment is for one year or more, reports must be submitted annually; where the assignment is for less than one year it must be submitted at the end of the assignment or term.

NAME OF SCHOOL \_\_\_\_\_

PERIOD UNDER ASSESSMENT: \_\_\_\_\_ to \_\_\_\_\_

**BACKGROUND INFORMATION**

<b>NAME OF TEACHER</b> (Please print)			
<b>HOME ADDRESS</b>			
<b>DATE OF BIRTH</b>			
<b>HOME TELEPHONE</b>			
<b>TEACHING EXPERIENCE</b>	<b>DATE</b>		<b>SCHOOL</b>
	<b>FROM</b>	<b>TO</b>	
	Date and School of First Assignment		
Date and School of Last Assignment			
<b>SUBJECTS TAUGHT</b>			
<b>PUNCTUALITY</b>	Number of Times Late: .....		
	Number of Times Absent: .....		

## **Duties of the Teacher**

**(a)** Follows the direction of the Principal and carries out duties assigned

**(b)** Provides pupils under his/her care appropriate instruction and learning experiences during the school day

**(c)** Draws up an individual plan of work based on schemes of work for the school

**(d)** Makes adequate preparation for each day's work for his/her several classes

Teaches the subjects assigned to each class on his/her timetable

Makes use of the officially approved text

**(e)** Gives undivided attention to his/her duties during school hours

**(f)** Maintains proper order and discipline among pupils under his/her care

**(g)** Is on duty for the school day

Takes part in playground supervision

Takes part in other school activities

**(h)** Assists in promoting the welfare and well being of the pupils, fostering their social and moral development

**(i)** Attends all staff meetings

**(j)** Keeps a record of the Daily Attendance of pupils

Enquires into the causes of lateness and reports them to the Principal or Senior Teacher

**(k)** Keeps an inventory of equipment and supplies entrusted into his/her care

Ensures that all equipment is properly used

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**ADMINISTRATOR(S)**

*Signatures will be accepted from the Principal/Deputy Principal and at least **one** other person from below.*

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Head of Department)

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Senior Teacher) - *where applicable*

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Deputy Principal)

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Principal)

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**TEMPORARY TEACHER'S COMMENTS**

*All teachers have the right to respond to any comment(s)/assessment(s) with which they do not agree*

*I have received a copy of this assessment.*      **YES**       **NO**

Name \_\_\_\_\_ Signature \_\_\_\_\_  
(Temporary Teacher)