

RETURNSBURG ACADEMY

STAFF DUTIES AND DRESS CODE GUIDE

EXPERIENCE REAL EDUCATION

Professionalism • Learner-Centered • Accountability • Hard Work & Dedication

GENERAL DUTIES OF ALL STAFF

Every staff member must:

- Report to work regularly and punctually.
 - Sign in and out using the approved attendance system.
 - Remain at work during official working hours.
 - Obtain permission before leaving the school premises.
 - Perform assigned duties carefully and professionally.
 - Respect learners, parents, visitors, colleagues, and management.
 - Welcome all parents and guardians politely and respectfully.
 - Listen patiently when parents raise concerns.
 - Attend staff meetings, assemblies, training, and school programmes.
 - Protect school property, equipment, and official records.
 - Keep school, learner, parent, and staff information confidential.
 - Maintain cleanliness and order within the school.
 - Report accidents, abuse, misconduct, theft, and safety concerns.
 - Avoid fighting, insults, threats, harassment, and discrimination.
 - Avoid collecting unauthorised money from learners or parents.
 - Avoid removing school property without approval.
 - Avoid reporting to work under the influence of alcohol or illegal substances.
 - Maintain the good name and reputation of Returnsburg Academy.
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SCHOOL ADMINISTRATOR DUTIES

The School Administrator shall:

- Supervise the daily operation of the school.
- Implement approved management decisions.
- Monitor staff attendance, punctuality, and conduct.
- Prepare staff duty schedules.
- Organise staff meetings.
- Coordinate admissions and learner records.
- Communicate official information to staff and parents.
- Receive parents and visitors respectfully.
- Address complaints professionally.
- Ensure classrooms, offices, kitchens, washrooms, and the compound are safe and orderly.

- Supervise school property and equipment.
 - Coordinate school programmes and events.
 - Monitor child-protection procedures.
 - Ensure teachers perform their assigned duties.
 - Receive and review teachers' duty reports.
 - Submit administrative reports to management.
 - Perform other lawful duties assigned by management.
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HEADTEACHER DUTIES

The Headteacher shall:

- Lead teaching and learning.
 - Supervise teachers and classroom activities.
 - Ensure teachers prepare lesson plans and schemes of learning.
 - Monitor teacher attendance and punctuality.
 - Observe lessons and provide professional guidance.
 - Ensure the approved curriculum is followed.
 - Monitor exercises, homework, tests, and examinations.
 - Analyse learner performance.
 - Organise remedial teaching.
 - Coordinate academic meetings.
 - Prepare school timetables.
 - Supervise examinations.
 - Ensure teachers maintain classroom cleanliness and order.
 - Monitor the performance of Teachers on Duty.
 - Address academic concerns raised by parents.
 - Submit academic reports to management.
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ASSISTANT HEADTEACHER DUTIES

The Assistant Headteacher shall:

- Support the Headteacher.
 - Monitor classroom activities.
 - Assist with teacher supervision.
 - Support learner discipline.
 - Help prepare school timetables.
 - Check lesson plans and teacher records.
 - Coordinate assemblies.
 - Supervise break-time and closing duties.
 - Assist with examinations.
 - Follow up on learner attendance.
 - Monitor classroom and compound cleanliness.
 - Support the Teacher on Duty.
 - Act as Headteacher when officially authorised.
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ACADEMIC COORDINATOR DUTIES

The Academic Coordinator shall:

- Coordinate schemes of learning and lesson plans.
 - Monitor curriculum coverage.
 - Support teachers with effective teaching methods.
 - Organise subject meetings.
 - Coordinate tests and examinations.
 - Analyse examination results.
 - Identify weak subjects and learning areas.
 - Recommend remedial programmes.
 - Support newly employed teachers.
 - Monitor teaching and learning materials.
 - Ensure teachers maintain accurate academic records.
 - Submit academic progress reports.
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SCHOOL ACCOUNTANT DUTIES

The School Accountant shall:

- Receive approved school fees and other payments.
 - Issue an official receipt for every payment received.
 - Record cash, bank, mobile money, and electronic payments.
 - Update learner accounts and outstanding balances.
 - Prepare school bills and account statements.
 - Record approved school expenses.
 - Keep receipts, invoices, and financial records safely.
 - Reconcile payment and receipt records.
 - Prepare financial reports.
 - Report shortages, errors, and suspicious transactions.
 - Keep financial information confidential.
 - Avoid changing financial records without approval.
 - Never use school money for personal purposes.
 - Welcome parents who visit the accounts office respectfully.
 - Explain learner balances politely and accurately.
 - Avoid arguing with parents over school fees.
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SECRETARY OR RECEPTIONIST DUTIES

The Secretary or Receptionist shall:

- Welcome all parents, guardians, and visitors respectfully.
- Speak politely and professionally.
- Record visitors.

- Answer official telephone calls.
 - Direct visitors to the appropriate officer.
 - Prepare letters, notices, and reports.
 - Maintain school files and records.
 - Protect confidential information.
 - Assist with admissions and school documentation.
 - Keep the reception area clean and organised.
 - Avoid giving unauthorised information.
 - Refer serious complaints to the Administrator.
 - Ensure parents are attended to without unnecessary delay.
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SUBJECT TEACHER DUTIES

The Subject Teacher shall:

- Teach according to the approved timetable.
 - Prepare schemes of learning and lesson plans.
 - Use suitable teaching and learning materials.
 - Explain lessons clearly.
 - Involve learners actively in lessons.
 - Give class exercises, homework, projects, tests, and examinations.
 - Mark learners' work promptly.
 - Provide corrections and constructive feedback.
 - Record scores accurately.
 - Prepare examination questions and marking schemes.
 - Keep examination materials confidential.
 - Identify learners who need additional support.
 - Organise remedial teaching when assigned.
 - Maintain subject records.
 - Prepare learners for examinations.
 - Perform invigilation duties.
 - Welcome and speak respectfully to parents.
 - Discuss learner performance professionally.
 - Keep the teaching area clean and organised.
 - Ensure learners do not litter during lessons.
 - Submit subject reports.
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CLASS TEACHER DUTIES

The Class Teacher shall:

- Take daily class attendance.
- Record absences and lateness.
- Follow up on repeated absenteeism.
- Maintain learner and class records.
- Keep the classroom clean and organised.
- Ensure desks and chairs are properly arranged.
- Ensure waste is placed in the appropriate bins.

- Monitor learner behaviour and welfare.
 - Handle minor disciplinary issues fairly.
 - Report serious misconduct.
 - Monitor the academic progress of every learner.
 - Prepare report cards.
 - Write fair and constructive remarks.
 - Monitor learner hygiene.
 - Report sickness, distress, abuse, or neglect.
 - Maintain classroom property and inventory.
 - Monitor textbooks and furniture.
 - Communicate respectfully with parents and guardians.
 - Welcome all parents who visit the school.
 - Listen to parents patiently.
 - Avoid arguing with or insulting parents.
 - Refer serious parent concerns to school leadership.
 - Supervise learners during approved cleaning activities.
 - Ensure learners leave the classroom clean after lessons.
 - Ensure learners leave safely after school.
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EARLY CHILDHOOD TEACHER DUTIES

The Early Childhood Teacher shall:

- Welcome children warmly.
 - Supervise children at all times.
 - Use songs, stories, games, pictures, and practical activities.
 - Teach early language, numeracy, hygiene, and social skills.
 - Support feeding, rest, and toilet routines.
 - Keep toys and learning materials clean.
 - Keep the classroom safe and orderly.
 - Monitor every child's development.
 - Report injuries, sickness, or unusual behaviour.
 - Release children only to authorised persons.
 - Welcome parents respectfully.
 - Communicate clearly and politely with parents.
 - Avoid shouting at, frightening, or humiliating children.
 - Teach children to keep their surroundings clean.
 - Ensure food containers and classroom materials are properly arranged.
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TEACHING ASSISTANT DUTIES

The Teaching Assistant shall:

- Prepare the classroom.
- Distribute books and learning materials.
- Support learners during activities.

- Assist learners with additional learning needs.
 - Help maintain classroom cleanliness.
 - Support feeding and rest periods.
 - Prepare simple teaching materials.
 - Report learner concerns to the Teacher.
 - Maintain confidentiality.
 - Avoid administering unauthorised punishment.
 - Welcome parents politely when required.
 - Follow the Teacher's lawful instructions.
 - Help arrange desks, chairs, books, and classroom materials.
 - Assist the Class Teacher in keeping the classroom clean and orderly.
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SCHOOL COOK DUTIES

The School Cook shall:

- Report early enough to prepare meals on time.
 - Follow the approved menu.
 - Wash hands before handling food.
 - Wear clean protective clothing.
 - Keep utensils and kitchen surfaces clean.
 - Use clean water.
 - Wash food items properly.
 - Store ingredients safely.
 - Reject spoiled or expired food.
 - Cook meals properly.
 - Serve meals on time.
 - Serve fair portions.
 - Keep food covered.
 - Prevent unauthorised persons from entering the kitchen.
 - Report shortages and damaged equipment.
 - Avoid taking food or supplies without permission.
 - Turn off gas, fire, and electrical equipment after use.
 - Keep the kitchen clean before and after cooking.
 - Treat learners, parents, and staff respectfully.
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KITCHEN ASSISTANT DUTIES

The Kitchen Assistant shall:

- Help prepare food.
- Wash utensils.
- Clean kitchen floors and surfaces.
- Assist with serving meals.
- Dispose of kitchen waste properly.
- Keep water containers clean.
- Wear protective clothing.
- Follow food-safety instructions.

- Avoid handling food when sick.
 - Report damaged utensils and unsafe conditions.
 - Treat learners and staff respectfully.
 - Keep the kitchen and serving area clean and orderly.
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GENERAL LABOURER DUTIES

The General Labourer shall:

- Clear weeds and maintain the school compound.
 - Clean gutters and drains.
 - Move desks, tables, equipment, and supplies.
 - Assist with minor repairs where qualified.
 - Maintain school gardens.
 - Dispose of waste properly.
 - Set up equipment for school events.
 - Report damaged buildings, furniture, fences, and equipment.
 - Keep tools safely.
 - Avoid using dangerous tools without training.
 - Wear protective equipment.
 - Keep tools away from learners.
 - Avoid removing school materials without permission.
 - Treat parents, learners, and staff respectfully.
 - Support the Teacher on Duty when compound work is required.
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CLEANLINESS DUTIES OF ALL TEACHERS

All teachers are responsible for maintaining cleanliness and order within the school.

Every teacher must:

- Ensure the classroom is clean before lessons begin.
- Ensure desks, chairs, books, and learning materials are properly arranged.
- Encourage learners to keep classrooms and the school compound clean.
- Prevent learners from throwing rubbish on the floor.
- Ensure waste is placed in the appropriate bins.
- Report dirty, unsafe, or damaged areas to the School Administrator.

- Ensure classrooms are left clean and orderly after lessons.
- Supervise learners during approved classroom-cleaning activities.
- Avoid leaving papers, food packages, bottles, or other rubbish in classrooms.
- Teach learners good personal hygiene.
- Teach learners to protect the school environment.
- Support the Teacher on Duty in maintaining school cleanliness.

Cleanliness is the responsibility of every teacher and not only the Teacher on Duty.

DUTIES OF THE TEACHER ON DUTY

The Teacher on Duty has special responsibility for cleanliness, punctuality, order, and learner supervision throughout the school day.

The Teacher on Duty must:

- Report to school earlier than other teachers.
 - Inspect the school compound before morning assembly.
 - Ensure classrooms, corridors, entrances, and assembly areas are clean.
 - Ensure desks and chairs are properly arranged.
 - Confirm that waste bins are available and properly used.
 - Direct learners to clean untidy areas where appropriate and safe.
 - Ensure learners do not litter.
 - Supervise learners during morning arrival.
 - Assist with morning assembly.
 - Monitor learner behaviour during break.
 - Inspect the compound after break.
 - Ensure learners return to class promptly.
 - Ensure classrooms and the compound are clean before closing.
 - Monitor closing activities.
 - Ensure learners leave the school in an orderly manner.
 - Report serious sanitation, water, waste, or facility problems.
 - Work with all teachers to maintain cleanliness and discipline.
 - Record important incidents in the duty report.
 - Submit the duty report to the Headteacher or Administrator.
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PROFESSIONAL CONDUCT TOWARDS PARENTS

Every teacher and staff member must welcome all parents and guardians with respect.

Staff must:

- Greet parents politely.
 - Listen patiently to their concerns.
 - Speak calmly and professionally.
 - Avoid shouting at parents.
 - Avoid insulting or embarrassing parents.
 - Avoid arguing with parents in front of learners.
 - Provide accurate information.
 - Keep parent discussions confidential.
 - Avoid discussing another learner's private information.
 - Refer serious matters to the Headteacher or Administrator.
 - Thank parents for visiting or communicating with the school.
 - Help parents understand the proper school procedure.
 - Ensure every parent feels respected and professionally attended to.
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GENERAL STAFF DRESS CODE

All staff must dress neatly, modestly, and professionally.

Staff clothing must be:

- Clean
- Properly fitted
- Properly ironed
- Suitable for a school environment
- Respectful and presentable

Staff must maintain good personal hygiene and wear appropriate footwear.

The following are not permitted:

- Very short clothing
 - Transparent clothing
 - Excessively tight clothing
 - Torn clothing
 - Clothing with offensive words or images
 - Clothing that exposes private parts of the body
 - Untidy or dirty clothing
 - Slippers that are unsuitable for work
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MONDAY OFFICIAL DRESS

Every Monday, teachers and administrative staff must wear the official Monday dress.

MALE STAFF

- White long-sleeved shirt
- Black trousers

- Neat black or approved formal shoes
- Staff identification card

FEMALE STAFF

- White long-sleeved shirt or professional white blouse
- Black skirt or black trousers
- Skirt must be of an appropriate professional length
- Neat black or approved formal shoes
- Staff identification card

Monday clothing must be clean, properly ironed, and professionally worn.

TUESDAY TO THURSDAY DRESS

From Tuesday to Thursday, staff may wear approved professional office or teaching attire.

Suitable clothing includes:

- Professional shirts
- Professional blouses
- Formal trousers
- Professional skirts
- Approved dresses
- Neat traditional clothing
- Formal or smart closed footwear

All clothing must be modest and suitable for working with learners.

FRIDAY TEACHERS' WEAR

Friday shall be observed as **Teachers' Friday Wear Day**.

Teachers and administrative staff may wear:

- School-approved Friday wear
- Neat trousers, skirts, dresses
- Appropriate shoes or sandals

Friday wear must remain professional.

The following are not allowed:

- Very short dresses or skirts
- Transparent clothing
- Excessively tight clothing
- Torn clothing

- Inappropriate sleeveless clothing
 - Clothing with offensive words or pictures
 - Untidy or dirty clothing
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COOK AND KITCHEN STAFF DRESS CODE

The School Cook and Kitchen Assistant must wear:

- Clean apron
- Hair covering
- Clean work clothing
- Closed and safe footwear
- Gloves where required
- Nose mask where necessary

Kitchen staff must maintain clean hands, clean fingernails, and good personal hygiene.

STAFF COMMITMENT

Every staff member of Returnsburg Academy is expected to:

- Perform assigned duties faithfully.
- Maintain cleanliness.
- Dress professionally.
- Respect all parents.
- Protect learners.
- Support school discipline.
- Protect school property.
- Maintain confidentiality.
- Promote the good name of the school.

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