### horizontal line**Teachers Weekly Duty Report**

**Teacher’s Name:** [Insert Name]  
**Grade/Subject:** [Insert Grade/Class or Subject]  
**Week Ending:** [Insert Date]  
**School Name:** [Insert School Name]

### **1. Overview of Weekly Responsibilities**

Summarize the duties assigned and completed during the week.

* Example: "This week, I successfully managed morning assemblies, conducted regular classes, supervised extracurricular activities, and assisted in administrative tasks."

### **2. Duties Performed**

#### **a. Teaching Responsibilities**

* **Subjects Taught:**
  + Mathematics: [Topics covered, e.g., Fractions, Multiplication]
  + English: [Topics covered, e.g., Creative Writing, Grammar Rules]
  + Science: [Topics covered, e.g., Photosynthesis, Basic Experiments]
* **Teaching Aids/Methods Used:**
  + [Example: Visual aids, group discussions, and interactive activities.]

#### **b. Classroom Management**

* Ensured discipline during lessons.
* Managed classroom attendance and participation.

#### **c. Administrative Duties**

* Maintained student attendance records.
* Submitted lesson plans for the upcoming week.
* Assisted in [specific administrative task, e.g., compiling progress reports].

#### **d. Supervision Duties**

* Monitored students during:
  + **Morning Assembly:** [Insert Notes]
  + **Recess/Lunch Break:** [Insert Notes]
  + **After-school Activities:** [Insert Notes]

### **3. Activities Organized/Supervised**

* **Extracurricular Activities:**
  + [Example: Organized a debate competition.]
  + [Example: Supervised the weekly art and craft session.]
* **Special Events:**
  + [Example: Helped plan and execute the school’s Clean-Up Drive.]

### **4. Challenges Faced**

* [Example: Some students were inattentive during group discussions.]
* [Example: Insufficient resources for practical science activities.]

### **5. Actions Taken to Address Challenges**

* [Example: Conducted one-on-one sessions with inattentive students.]
* [Example: Collaborated with the science department to arrange additional materials.]

### **6. Plans/Goals for Next Week**

* Focus on [specific area, e.g., improving student engagement].
* Supervise [specific duty, e.g., sports day preparations].
* Prepare lesson plans for [specific subject/topic].

**Teacher’s Signature:**[Insert Signature]  
**Date:** [Insert Date]