
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]