

Functions of a Teacher

The duties and functions of teacher can be categorised as follows :

1. Planning,
2. Educating,
3. Organising,
4. Supervising,
5. Guiding/Counselling,
6. Recording,
7. Evaluating, and
8. Maintaining good relations

1. Planning : Before proceeding with the actual teaching work and class management, a teacher should plan thoroughly the following items :

- (i) He should plan the curriculum as a whole, the syllabus in the subjects, he teaches, and divides the syllabus into monthly and weekly units or yearly plan.
- (ii) He should plan the use of audio-visual and other teaching aids, and procure those in advance.
- (iii) He should plan the time-table, and the actual class-work in accordance with the time-schedule.
- (iv) He should plan all the co-curricular activities, to be organised during the session.

2. Educating : Teaching is his first and foremost duty. It is his duty to have a thorough knowledge of the subject, he teaches, studies and practices the latest techniques of teaching, selects the learning materials, manages the daily routines and procedures of teaching, and motivate the students to learn. He should give sufficient and adequate home-task and make regular correction of written work. He has to direct co-curricular activities and look to the all-round development of pupils.

(3) Organising : A teacher has to organise the following items :

- (i) He has to organise various curricular and co-curricular activities.
- (ii) He has to organise the school plant look to decoration and up-keep of the school campus, make seating arrangements, maintain the equipment, distribute the furniture and pay attention to the sanitation of the surroundings.
- (iii) He has to organise library work of the pupils.
- (iv) Organisation of the instructional work is the most important duty. This includes organisation of syllabus, classification of pupils, construction of time-table, and assignment of work.

4. Supervision : A teacher has to supervise the work of the pupils. He should ensure regular attendance and regular work, and detect irregularities. He has to check the practical work, the written work and supervised study by the pupils. He

has to maintain discipline and order in the school. He has to supervise games and other activities of the pupils. He may have to supervise the work of the pupils in the hostel.

5. Guidance : The teacher has to guide the students in a number of matters. He has to guide them in the proper selection of subjects, leading to wholesome vocations. He has to guide them in their studies. He shall have to recognise the personality, strengths and weaknesses of his pupils and so adjust his own attitude and behaviour that he is able to motivate the students to work. He has to give guidance to the backward, and the slow-learner. He has to guide and adopt remedial measures for the delinquent, abnormal and maladjusted children. In brief, educational, vocational and personal guidance is an essential part of the teacher's duty.

6. Recording : He has to keep record of the work of the pupils and of their day-to-day participation in activities. He has to record their admission attendance, realisation of fee and other matters. He has to help the office in maintaining certain school records such as stock of furniture, issue of furniture, supply of equipment, university results, scholarships awarded to pupils. This includes admissions and withdrawals, cumulative records etc.

7. Evaluation : A teacher is expected not only to educate but also to evaluate the achievement of the pupils from time to time, diagnose weaknesses and spotlight brightness. For this purpose he has to conduct house-tests, score papers, tabulate marks, determine policies of promotion and prepares results. In the case of secondary classes, he has to send awards in internal assessment to evaluation. He must be conversant with the new-type tests, construction of test-items according to objectives and methods of scoring.