



PRINCE ALFRED COLLEGE

Role Profile

Early Childhood Teacher - ELC

Role:

All teachers at Prince Alfred College have primary responsibility for the quality of teaching and learning, assessment and reporting in the College. The status of the teacher as a professional with high order knowledge in the discipline(s) taught underpins the duties ascribed. Teachers at Prince Alfred College are highly professional persons who should indicate the highest standards of personal presentation, preparation for teaching and learning, punctuality and student management. The building of a positive relationship with children, parents and colleagues is a requirement.

Reports to:

Director - ELC

Key Relationships:

Deputy Director - ELC

Operations Coordinator - ELC

Assistant Director Teaching and Learning (ADOTL) – Preparatory School

Duties:

General

- To be vigilant about the supervisory duties of children in the ELC
- Ensure the good order of the College and maintenance of College property and facilities
- attend and contribute to staff meetings, faculty/year level meetings and other planning and interest groups
- participate in whole-College community events

Specific duties as a class teacher

- establish a learning environment which is stimulating, focused and pleasant and which reflects the College's values and ethos
- Effectively teach the prescribed curriculum/program using appropriate teaching and learning strategies (PYP, Reggio Emilia, Early Years Learning Framework)
- Be informed of any specific child's needs as recorded in College files and where possible to support these in the Early Learning Centre
- Assess children's work and performance accurately and promptly in line with agreed policies and procedures
- Prepare reports on children at both formal and informal levels, using verbal and written communications such as portfolios, parent-teacher meetings, notices and reports
- Initiate contact with parents as appropriate, concerning a child's progress and behaviour

In fulfilling these responsibilities, a teacher is expected to:

- keep abreast of trends and developments in pedagogy
- undertake regular professional development in relevant curriculum areas and other dimensions of the role such as co-curriculum and pastoral care

Other Duties:

As directed by the Director, Early Learning Centre, the Head of Preparatory School or the Headmaster.