



PRINCE ALFRED COLLEGE

SUBJECT TEACHERS – SECONDARY SCHOOL

Teaching at Prince Alfred College

Role:

All teachers at Prince Alfred College have primary responsibility for the quality of teaching and learning 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 boys, parents and colleagues is a requirement. Teachers are directly responsible to the Directorate of Teaching and Learning and Head of Secondary School/Deputy Headmaster.

Duties:

- To effectively teach the prescribed curriculum (SACE and International Baccalaureate) using appropriate trends and developments in pedagogy.
- To diligently follow the scheme of work for each class approved by the Academic Leader(s) as delineated in the course outline booklets. To facilitate appropriate remediation and extension activities for students.
- To establish a classroom environment which is stimulating, focused and pleasant and which reflects the College's values and ethos.
- To ensure the effective communication to, and distribution to students of, information relevant to the subject taught.
- To assess student work and grade to student performance accurately and promptly in line with agreed policies and procedures.
- To apply student management strategies consistent with the Student Behaviour Management and Sanctions Policy in order to provide a positive and effective learning environment.
- To prepare reports on students at both formal and informal levels, using verbal and written communications (school diaries, parent-teacher meetings, notices home, school reports) and to initiate contact with parents, as appropriate, concerning a boy's academic progress and behaviour.
- To communicate concerns about students to the Year Level Coordinator and/or the Dean of Students as appropriate.
- To contribute to the pastoral care and co-curricular programs.
- To attend assemblies and contribute to staff meetings, faculty meetings and other planning and interest groups.
- To undertake regular professional learning in relevant curriculum areas.
- To be vigilant about yard duty and other supervisory duties.
- To take relief lessons as required.
- To participate in whole-school community events.
- To ensure the good order and maintenance of College property and facilities.