



Role Profile

Preparatory School Teacher

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 boys, parents and colleagues is a requirement. Teachers are directly responsible to the respective Academic Leaders/Team Leaders, and the Head of Preparatory School/Deputy Headmaster.

Duties:

General - To:

- be vigilant about yard duty and other supervisory duties
- actively contribute to the College's co-curricular program
- supervise relief lessons as required
- ensure the good order of the College and maintenance of College property and facilities
- attend assemblies and contribute to staff meetings, faculty/year level meetings and other planning and interest groups
- participate in whole-school community events

Specific duties as a class teacher - To:

- establish a classroom environment which is stimulating, focused and pleasant and which reflects the College's values and ethos
- follow the principles and guidelines of the Student Behaviour Management and Sanctions Policy in working with students as well as handling instances of non-compliance with College codes of behaviour, uniform and grooming
- effectively teach the prescribed curriculum using appropriate teaching and learning strategies
- be informed of any specific student needs as recorded in College files and where possible to support these in the classroom
- ensure the effective distribution to students of information relevant to the subject taught including an assessment plan for the subject
- assess student work and grade student performance accurately and promptly in line with agreed policies and procedures
- prepare reports on students at both formal and informal levels, using verbal and written communications such as school diaries, parent-teacher meetings, notices and school reports
- initiate contact with boys and parents as appropriate, concerning a boy's academic progress and behaviour

In fulfilling these responsibilities a teacher is expected to:

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

Other Duties:

As directed by the Head of Preparatory School/Deputy Headmaster or Headmaster.