



**TEACHER  
JOB DESCRIPTION  
2019**

<b>Responsible to:</b>	Head of Department and Headmaster
<b>Job Overview</b>	To carry out the functions of a teacher at Dulwich Prep London in accordance with the aims and objectives of the School and the Departments in which he / she is teaching.
<b>Duties and Responsibilities:</b>	<p><b>Teaching &amp; Learning</b></p> <ul style="list-style-type: none"><li>• To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning.</li><li>• To plan, prepare and deliver high quality, differentiated lessons across the curriculum in line with the School's schemes of work.</li><li>• To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.</li><li>• To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting their abilities.</li><li>• To plan opportunities to develop the social, emotional and cultural aspects of pupils' learning.</li><li>• To enable pupils to develop positive attitudes to learning.</li><li>• To promote high standards of behaviour and discipline among the pupils, safeguarding their health and safety.</li><li>• To assess, record and report on the development, progress and attainment of the pupils.</li><li>• To use assessment to evaluate and improve teaching and the learning and attainment of the pupils.</li><li>• To ensure effective use of support staff within the classroom, including parent helpers.</li><li>• Contribute to the development and co-ordination of a particular area of the curriculum.</li><li>• To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and schemes of work, teaching materials, resources, methods of teaching and pastoral arrangements.</li><li>• To participate actively in staff meetings, INSET days and to share in supervisory duties.</li><li>• To promote learning and celebrate achievement through bright and varied displays.</li><li>• To ensure that school policies are reflected in daily practice.</li></ul>

This job description is not intended to be an exhaustive list of duties. You may also be required to undertake such other comparable duties as required from time to time.



- To promote actively strong and positive relationships with parents and carers, communicating with them about all aspects of their children's education – academic, social and emotional.

### **Form Teacher**

- To care for the form, prepare pastoral reports and profiles as required.
- To be responsible for the general order of the form and its day to day administration.
- To attend parents evenings and interviews as appropriate.
- To report to parents, colleagues and senior staff on the progress and problems encountered by individual pupils in relation to their general development and behaviour.
- To be a pivotal person for each pupil, building trusting relationships which will thereby ensure the continuity of well-being for pupils, and continuity of communication between them, their parents, and the whole School.

### **Subject Teacher**

- By reading, in-service training and other appropriate means, to be aware of changes in subject content, methodology and external examinations.
- To share the organising teaching, testing and examining of your subject in a manner that best reflects the abilities and needs of the pupils.
- To prepare and give lessons, set and mark written and other assignments (e.g. preps, tests, projects, class work examinations etc) and to record results as required; all in a reasonable timeframe.
- To report accurately (both in writing and verbally) to parents, colleagues and senior staff on the progress and problems encountered by individual pupils and to explain strategies adopted to maximise progress in the subjects.

### **Training and Development**

- Regularly review own practice, and in collaboration with your Head of Department, to set personal targets and take responsibility for own continuous professional development.
- Participate in the annual performance review process.

### **General Requirements**

- Promoting and safeguarding the welfare of pupils for who you are responsible and with whom you come into contact with.
- Maintain high professional standards of attendance, punctuality, appearance and conduct.
- Maintain positive, courteous relations with pupils, parents and colleagues.
- Regularly contribute to the School's programme of extra-curricular activities.
- Share regular supervisory duties as required.
- Maintain good order and discipline among pupils and to support and contribute to the School's responsibility for safeguarding their students.

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	<ul style="list-style-type: none"><li>• Attend all major school events such as Open Day, Speech Day, Sports Day.</li><li>• Promote the good name and reputation of the School.</li><li>• Adhere to School policies and procedures.</li></ul>
<b>Keys Skills &amp; Knowledge:</b>	<ul style="list-style-type: none"><li>• Outstanding practitioner with strong knowledge of child development.</li><li>• Knowledge of current educational thinking, initiatives and issues.</li><li>• Knowledge and understanding of safeguarding procedures.</li><li>• IT literate and understanding of the role of ICT in class.</li></ul>
<b>Personal Competencies &amp; Qualities:</b>	<ul style="list-style-type: none"><li>• Enthusiastic individual possessing drive, energy and commitment, have a presence which engenders confidence and respect from pupils, colleagues and parents.</li><li>• Proven ability to inspire pupils.</li><li>• Ability to plan, prioritise and manage a varied workload.</li><li>• Team focused: shares knowledge and information with other members of staff to promote good practice.</li><li>• Focuses on what needs to be delivered: understands what is needed and responds promptly.</li><li>• Commitment to the highest standards of educational and pastoral care for all pupils.</li></ul>
<b>Terms &amp; Conditions</b>	<p><b>Hours of Work</b></p> <ul style="list-style-type: none"><li>• Core school hours, when all teaching staff are expected to be in work, are currently 8am to 4.30pm each day, plus a proportional share of pastoral and organisational duties.</li><li>• Depending on the requirements of the School at any time, these hours are subject to the terms and conditions of a Contract of Employment, and to amendment by the Headmaster from time to time.</li></ul> <p><b>Safeguarding Children</b></p> <ul style="list-style-type: none"><li>• Dulwich Prep London is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening and training appropriate to the post, including checks with past employers and the Disclosure and Barring Service.</li></ul>

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