

# DULWICH COLLEGE PREPARATORY SCHOOL



## Guidelines for Staff at D.C.P.S

All staff have to read and carry out the school's policies as outlined in the staff handbook.

### **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 mathematics 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 (eg preps, tests, projects, class work, examinations etc) and record results as required.
- 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.
- To maintain an ordered teaching environment in which such work may flourish.

### **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.
- The majority of staff who are not form teachers are attached to a Year Group for pastoral involvement.

### **Miscellaneous**

- To share regular supervisory duties as required.
- To be involved in the games programme of the school...
- To be involved in the programme of clubs and activities.
- To attend major school events.