

THE BRITISH INTERNATIONAL SCHOOL OF AL KHOBAR

JOB DESCRIPTION

Primary Teacher

Staff Member’s Name: Timothy Matthew Blume

Title of Post: Primary Teacher

Line Manager: Head of Primary

Also responsible to: Deputy Head of School, as appropriate,

 Deputy Principal, Principal

Declaration: I have read all the pages of the job description, and will assume the qualities necessary for the post.

 I understand that this job description may be subject to review from time to time.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Professional Qualities and Attitudes**

Helping the teacher satisfy the responsibilities of the job, the following qualities and attitudes are considered important:

1. Being cooperative, and able to positively communicate with colleagues, and respect different opinions and teaching styles.
2. Being able to show respect and sympathy for students of many cultures, types, abilities and backgrounds.
3. Having a willingness to contribute, assist readily and support all aspects of the total school endeavour.
4. Showing loyalty to the school and promoting a positive image to the community-at-large.
5. Maintaining good and friendly relationships with school parents and being respectful of their views and concerns.
6. Showing professional leadership by attempting to deal with student difficulties in a timely way and not ignoring them or passing them on.
7. Demonstrating a commitment to the professional obligations of the job by being punctual, having a good attendance record, carrying out supervisory duties conscientiously, devoting adequate time outside of teaching hours and maintaining a professional image in attitude, dress and manner.
8. Having the ability to tolerate the occasional frustrations of expatriate life and being able to leave personal problems and difficulties behind in order to carry out professional duties effectively.

**RESPONSIBILITES**

**Teaching**

1. To be responsible to the head of school as appropriate.
2. To follow the philosophy, aims and objectives of the British International School of Al Khobar.
3. To carry out all duties in accordance with the school’s various policy statements.
4. To set the highest possible personal and professional standards in all endeavours within the school and seek ways of self-improvement as an ongoing process.
5. To plan and prepare medium- and short-term plans according to the school’s schemes of work, and to submit these as directed to the head of curriculum and head of school respectively.
6. To allocate an appropriate amount of time to each element of the curriculum, taking into account any school guidelines in this respect.
7. To ensure that each lesson is clearly focused in terms of student learning outcomes, and to plan lesson processes to meet these needs.
8. To show consideration and good planning in the management of learning assistants and voluntary helpers.
9. To ensure that each student in the class is taught according to his/her educational needs, with due attention to differentiation.
10. To assess student progress and achievement in a regular and formalised manner and to maintain up-to-date and accurate records of student academic achievement and social development.
11. In the case of all written reports and documents, to show regard for legibility, neatness, spelling, syntax, grammar and punctuation.
12. To be flexible in approach, thus being able to adapt to changing circumstances in order to best be prepared to meet the needs of the students and the school.
13. To develop and encourage artistic and aesthetic awareness and skills.
14. To maintain order in a harmonious ethos, where students are encourage to become responsible, productive and self-disciplined, with respect for others, their property and opinions.
15. To acknowledge the individual net worth of each student, regardless of race, religion, sex or ethnic background, and to be aware of individual needs.
16. To provide advice and guidance to students on educational and social matters, including further education and careers, and provide information about sources of more expert advice on specific questions.
17. To seek and use opportunities arising in the local community or further afield for enhancing learning experiences.
18. To manage the classroom or teaching area effectively with reference to layout, seating, stock management and maintenance.
19. To attend and contribute positively to school, year group, subject and full staff meetings.
20. To prepare special reports and records on the pastoral and behavioural needs of students as directed from time-to-time.
21. To be unofficial mentors for new teachers and in general be as supportive as possible to them.
22. To make the best use of available resources, and to display student work in a meaningful, motivating and professional way.
23. To take part as directed in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
24. By good order and discipline, to provide a safe and secure environment for the students within and without the school when taking part in authorised activities.
25. To attend assemblies as directed by the head of school, deputy principal or principal.
26. To teach any students whose teacher is not available, under the direction of the deputy principal or principal.
27. To offer one extra-curricular activity per week as required.
28. To attend any other meetings as requested by Head of School.