

**TA’ALLUM TRAINING AND EDUCATION GROUP**

**SUBJECT TEACHER JOB DESCRIPTION**

**Job Title:** *Subject Teacher*

**Job Location**

A named Academy or establishment under the auspices of the Ta’allum Group or as directed by the CEO or his/her nominee

**Responsible To:**

**Position Summary**

* To offer all learners an effective education in a stimulating environment, which provides equal opportunity for all.
* To deliver the Academy/School curriculum as relevant to the age and ability group/subject and any other relevant initiatives.
* To work in collaboration and partnership with learners, parents/carers, management, other staff and external agencies.
* To be responsible for promoting and safeguarding the welfare of children and young people within the school
* To establish excellent and outstanding standards in academic performance teaching and learning for the pupils under your responsibility
* To act as a role model and support the internal management of the Academy to operate efficiently and effectively to promote teaching and learning and positive attitudes, behaviour and conduct
* To support, implement, promote and help develop Ta’allum’s educational vision, and so implement all objectives and programs and directives for the named department.
* To comply with all legal requirements under the directive of the Supreme Education Council and other legislative bodies pertaining to the provision of educational services for the pupils in your charge.
* To support cohesion , cooperation and communication between all institutions and Academies under the Ta'allum group and other departments

**Person Specification**

* Holds the necessary qualifications and experience as required for the position.
* Is able to demonstrate ability and willingness to carry out all aspects of the job as specified in this document.
* Is able to demonstrate ability and willingness to remain patient, adaptable, cooperative and positive in the face of new and/or challenging situations.
* Is able to consistently demonstrate professionalism and clearly place the needs of the pupils first.

**Duties and Responsibilities**

**Academic**

All teachers will work towards outstanding standards in teaching and learning according to the following criteria: *Supreme Education Council: Qatar National Professional Standards for Teachers and School Leaders*

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| 1. **Structure innovative and flexible learning experiences for individuals and groups of students**
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| *Identify learning goals that reflect curriculum documents and school policies.* | *Incorporate information on students in the design of learning experiences.* | *Plan for students with special learning requirements in the design of learning experiences.* |
| *Select innovative and flexible teaching and learning strategies to maximise student learning.* | *Implement flexible and innovative learning experiences.* | *Review and evaluate learning experiences.* |

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| 1. **Use teaching strategies and resources to engage students in effective learning**
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| *Use a variety of teaching and learning strategies to engage students in effective learning.* | *Use a range of teaching resources to engage students in effective learning.* | *Evaluate the effectiveness of teaching and learning strategies and resources.* |

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| 1. **Foster language, literacy and numeracy development**
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| *Critically review personal Arabic and English language, literacy and numeracy skills.* | *Determine students’ language, literacy and numeracy skills to inform the planning and implementation of learning experiences.* | *Integrate language and literacy development across all teaching/subject areas* |
| *Integrate numeracy development across all teaching/subject areas* | *Monitor and evaluate students’ language, literacy and numeracy development.* |  |

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| 1. **Create safe, supportive and challenging learning environments**
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| *Create safe and supportive learning environments.* | *Provide learning environments in which students have responsibility for their own learning* | *Provide learning experiences in which students engage in purposeful and intellectually challenging learning experiences* |
| *Provide learning experiences in which students use higher-order and critical thinking skills.* | *Provide learning environments in which students learn to take responsibility for their own behaviour.* |  |

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| 1. **Construct learning experiences that connect with the world beyond school**
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| *Devise learning experiences that build on students’ prior knowledge, life experiences and interests.* | *Engage students in learning experiences that integrate ideas, concepts and information across teaching/subject areas.* | *Provide learning experiences that establish connections with the world beyond the classroom.* |
| *Develop learning experiences that involve students in examining study, work and leisure in the future.* | *Design learning experiences that foster personal initiative and enterprise.* |  |

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| 1. **Apply ICT in managing student learning**
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| *Determine students’ ICT learning needs.* | *Select appropriate ICT-based learning strategies and resources.* | *Create learning experiences that actively use ICT to organise, research, interpret, analyse, communicate and represent knowledge.* |
| *Use ICT in the assessment of student learning.* | *Evaluate ICT-based teaching, learning and assessment approaches.* | *Use ICT to access and manage information on student learning.* |

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| 1. **Assess and report on student learning**
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| *Establish learning goals and assessment requirements.* | *Plan assessment.* | *Conduct assessment.* |
| *Provide feedback on assessment outcomes.* | *Review assessment.* | ***\*all assessment to be carried out according to Academy Policies.*** |

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| 1. **Apply knowledge of students and how they learn to support student learning and development**
 |
| *Use information on students to support learning.* | *Support students in developing personal identity, self-esteem and a positive self-image.* | *Assist students to develop empathy with others.* |
| *Engage students in assessing and planning their personal futures.* | *Provide care and support for students.* |  |

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| 1. **Apply teaching/subject area knowledge to support student learning**
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| *Acquire and maintain teaching/subject area knowledge* | *Apply knowledge of curriculum documents and support materials to enhance student learning.* | *Apply teaching/subject area knowledge to enhance student learning.* |

**Professional Conduct**

All teachers will work towards outstanding professional conduct according to the following criteria:

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| 1. **Work as a member of professional teams**
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| *Meet personal work-related goals and priorities* | *Contribute to professional teams* | *Work with others to maximise student learning* |
| *Contribute to improving the performance of professional teams* |  |  |

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| 1. **Build partnerships with families and the community**
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| *Build relationships with families and the broader community to enhance student learning.* | *Establish learning environments that acknowledge students’ families and communities.* | *Promote school and Supreme Education Council education reforms.* |

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| 1. **Reflect on, evaluate and improve professional practice**
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| *Reflect critically on professional practice.* | *Engage in personal and collegial professional development.* | *Contribute to learning communities and other professional networks.* |
| *Participate in school governance.* | *Meet ethical, accountability and professional requirements.* |  |

**Other**

• To facilitate and respect pupil’s Islamic and Qatari beliefs and values.

• Be fully conversant with the school’s procedures and policies

• Participate fully with arrangements made in accordance with the Performance Management System.

• Participate in and carry out any administrative and organisational tasks associated with the position.

• Register the attendance of and supervise learners, before, during or after school sessions as directed.

• Perform any reasonable duties as requested by your seniors.

**Note**

This job description is not your contract of employment nor any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

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| **Signature of post holder:** |  | **Date:** |  **/ /** |
| **Signature of Principal:** |  | **Date:** |  **/ /** |