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**WALES INTERNATIONAL SCHOOL**

**JOB DESCRIPTION**

**TEACHER**

**Job purpose:** To manage classroom routines and set expectations to ensure the highest levels of attainment and personal conduct.

**Grade:** Teacher

**Teaching allocation:** 68-70%

**Responsible to:**  Principal

**Responsible for:** Students

**Duties and Responsibilities:**

**Teaching**

* Set high expectations in the classroom and beyond which inspire, motivate and challenge all groups of students;
* Be accountable for students’ attainment, progress and outcomes;
* Demonstrate knowledge and understanding of how students learn and how this impacts on teaching;
* Encourage students to take personal responsibility and a positive attitude to their own work and study;
* Have a secure knowledge of the subject and curriculum being taught;
* Demonstrate an understanding of and responsibility for promoting high standards of literacy and the correct use of standard English
* Demonstrate a clear understanding of appropriate teaching strategies;
* Plan and teach well-structured lessons which are documented and reflect school schemes of work;
* Set homework in accordance with school policy and procedures;
* Contribute to the design and provision of an engaging curriculum;
* Differentiate appropriately using approaches which enable every student in the class to be taught effectively;
* Have a clear understanding of the needs of all students including those with special educational needs, those of high ability, native English speakers, bilingual speakers, those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them;
* Make accurate and productive use of assessment including using data to monitor progress, set targets and plan subsequent lessons;
* Give students regular feedback, both orally and, through accurate and diagnostic marking in line with WIS marking policy, encouraging students to respond to the feedback;
* Make use of summative and formative assessments to secure progress;
* Manage behaviour effectively to ensure a good and safe learning environment by having high expectations of student behaviour and through the use of school policies and procedures including rewards and sanctions;
* Create a stimulating and engaging learning environment which is conducive to the highest standards of student attainment, achievement and engagement.
* Use resources that are appropriate for the UAE, follow the Sensitive Topics guidance ensuring that inappropriate materials are censored.

**Wider professional responsibilities**

* Take responsibility for engaging in personal and professional development;
* Make a positive contribution to the wider life and ethos of the school, e.g. house activities, assemblies, duties, ECA’s, student/parent teacher’s evenings and/or similar related activities;
* Lead, or participate in, at least one session of an extra-curricular activity (ECA) per week, or equivalent;
* Develop effective professional relationships with teaching colleagues, support staff and all other employees of the school;
* Undertake cover and invigilation duties as requested;
* Attend parents’ meetings and be appropriately prepared to discuss student achievement and well-being;
* Attend and participate in school meetings, to promote collaboration and contribute to the team effort;
* Through attendance support school events;
* Contribute to the professional development of colleagues through coaching and mentoring, demonstrating and sharing effective practice, and providing feedback;
* Communicate promptly and effectively with parents with regards to students’ achievements and well-being, in-line with WIS communication procedures;
* Use electronic communication systems appropriately to support teaching and learning and enhance communication with the wider school community.
* Keep up-to-date with current educational developments and practice.
* Participate in arrangements for further training and professional development as a teacher.
* Participate in any Performance Management Framework and Policy.
* Participate in meetings at school, which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.
* Have a working knowledge of school policies and procedures.
* Be a member of a relevant SEF and SDP committee.

**Pastoral Responsibilities**

* Construct an appropriate personal relationship with tutees by acquiring knowledge of each student’s interests, extra-curricular activities, and aspirations;
* Monitor student progress through a knowledge of prior attainment, academic issues, aptitude and student intervention arrangements;
* Maintain accurate records of attendance, lateness, sickness and behaviour issues;
* Undertake the class/ form/ lesson register at the beginning of a session;
* Organise class/ form assemblies as directed;
* Participate in school reporting procedures meeting all deadlines;
* Provide advice and support as students transfer between phases and year groups;
* Assist in giving advice about academic choices for examination classes.

**Personal and Professional Conduct**

* A Wales International School teacher is expected to demonstrate consistently high standards of personal and professional conduct at all times, following the Code of Conduct outlined by ADEK and the school.
* Teachers will ensure that strictest levels of confidentiality and professionalism are maintained at all times;
* Teachers must have proper and professional regard for the school ethos, policies and practices;
* Teachers will have regard for the need to safeguard students’ well-being;
* Teachers will ensure their teaching is rated good or better;
* Teachers must have high standards in their own attendance and punctuality;
* Teachers will adhere to the school dress code.

**All staff must be fully committed to**:

* The highest possible expectations of all students;
* Equity, diversity, inclusion and social justice;
* Safeguarding and promoting the welfare of children;
* Their own professional and personal development.
* Ensuring the UAE law is respected with respect to sensitive topics guidelines and the school’s sensitive topics policy is followed.

**Note:**

No individual employed as a teacher may engage in additional employment; including providing private tutoring services. Failure to comply can lead to disciplinary action, including dismissal.

There will be an annual review of the roles and responsibilities assigned at Wales International School. This may result in changes to designated roles and responsibilities in line with the emerging priorities of Wales International School

The foregoing statements describe the general role and responsibilities assigned to this position and are not an exhaustive list of all responsibilities, duties and skills that may be required. Employees are expected to be flexible in their role and support any requests from the Principal to carry out alternative/additional duties. This job description is not an employment agreement or contract.

The Senior Leadership Team has the exclusive right to alter this job description at any time.

Employees will be notified of any changes in writing by the HR Department.

**Name:**

**Signature:**

**Date:**