

*Doha College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment.*

**Position**

Primary Teacher – Arabic Specialist (**Maternity Cover**)

**Working Times**

Sunday to Thursday 7.00 am to 2.00 pm. Term time only.

\*Please see Special Circumstances.

**Reports to**

Senior Vice Principal – Head of Primary.

**Direct reports**

None.

**Primary Objective of Role**

To teach students within the school to reach their full potential and to carry out such other associated duties as are reasonably assigned by the Subject Head of Department or a member of the Leadership Group.

**Accountability and Responsibilities**

Safeguarding and promoting the welfare of students

- Incorporate the school's vision, mission and core values into normal working practice.
- Be responsible for safeguarding and promoting the welfare of all students that the Class Teacher comes into contact with.
- Follow the reporting procedure contained in the Child Protection Policy with regards to raising concerns about the welfare of any student.
- Act in accordance at all times within the school's policies and procedures, including but not limited to, the Standards of Conduct Policy, Health, Safety, Security and Environment (HSSE) Policy and the Human Resources Policy Manual.
- Ensure that the School Nurse is made aware of any medical problems a student may have.

**Teaching and Learning**

- Plan and teach lessons and sequences of lessons to the classes the Class Teacher is assigned to teach within the context of the school's plans, curriculum and schemes of work.
- Assess, monitor, record and report on the learning needs, progress and achievements of the students within the classes the Class Teacher is assigned to teach.
- Participate in arrangements for preparing pupils for internal and external examinations.
- Provide opportunities for independent learning.
- Provide opportunities for practical work, investigation and research.
- Make provision for students of differing ability in all subjects taught.
- Create a stimulating class environment which promotes effective teaching and learning and of which students can feel ownership.

**Vision:** To enable personal growth, instil a passion for learning and create aspirational minds.

- Provide opportunities for the use of digital technology within the curriculum.
- Ensure that all classroom practice is in accordance with school policy and procedure.
- Monitor the progress of students by on-going assessment and record keeping.
- Use a range of teaching methods and resources to enhance the learning experience for all students.

#### Classroom Management

- Maintain a well-managed classroom with a good work ethos and good working relationships.
- Create a culture of achievement where students wish to do their best and are rewarded for doing so.
- Unsatisfactory behaviour is handled effectively as per school policy and procedures.

#### Management and Deployment of Resources

- Ensure classroom resources are organised and tidy.
- Allocate classroom space and time efficiently.
- Ensure adequate time is given to preparation, marking and displays.
- Direct the work of the Teaching Assistants to ensure they are deployed effectively to aid teaching and learning at all times.
- Control and oversee the use and storage of books and other teaching resources provided for class usage.

#### Communication

- Meet with the Head (or Deputy Head) of Primary Head of Department and colleagues as necessary to discuss individual students and their progress.
- Monitor and report to parents on the progress of students within the allocated class.
- Attend parent's evenings or meetings throughout the year as required.
- Assess pupil achievements and progress in accordance with the agreed arrangements.
- Mark class attendance registers.

#### Professional Development

- Maintain up to date subject knowledge.
- Self-evaluate and review teaching methods, materials and schemes of work.
- Participate in the school's Performance Development Review process and be involved in opportunities for Continued Professional Development, including attending inset.

#### Additional responsibilities

- Undertake at least one extra-curricular activity per academic year for a minimum of 20, one hour long sessions (or more if necessary e.g. P.E. and Music)
- Participate in the break duty rota.
- Undertake cover duties for colleagues as assigned by the Head (or Deputy Head) of Primary.
- Attend weekly staff meetings and contribute to meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole.
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
- Actively participate in school activities, such as assemblies, plays, concerts, workshops, sports days, trips and visits and fundraising ventures where appropriate.

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**Person Specification: Primary Teacher – Arabic Specialist**

**(Maternity Cover)**

**Education and Training**

Bachelor of Education or Subject Degree with relevant teaching qualification e.g. PGCE plus  
Qualified Teacher Status (or equivalent)  
Relevant professional experience teaching the National Curriculum for England

**Experience, Knowledge and Skills**

- Ability to create a fun, challenging and effective learning environment.
- Experienced practitioner with the ability to achieve outstanding standards in:
  - ✓ Subject knowledge and application
  - ✓ Use and range of teaching methods including ICT resources
  - ✓ Classroom management
  - ✓ Differentiation
  - ✓ Assessment for Learning
- Dynamic and enthusiastic
- Approachable
- Committed
- Able to motivate self and others
- Calm under pressure
- Well-organised
- Sense of humour
- Ability to develop positive relationships with students, parents and colleagues
- Communicate effectively (both orally and in writing) to a variety of audiences
- Willingness to contribute in a positive manner to all aspects of the school vision including extra-curricular activities
- Committed to continued personal and professional development including current developments in pedagogy and practice in schools
- Arabic teaching specialism and relevant experience
- Able to teach Islamic Studies at Primary level

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### **Special Circumstances**

To work such reasonable additional hours as may be necessary to enable the effective discharge of the teacher's professional duties, including in particular planning and preparation, assessing, monitoring, recording and reporting on the learning needs, progress and achievements of assigned students.

Teaching staff may be required to attend the college during weekends or holiday periods throughout the year for up to five days for purposes of training (INSET), examination organisation and invigilation and/or preparation for the forthcoming academic term/year. Such required attendance will be advised to teaching staff before the commencement of the relevant leave period and will not give rise to any entitlement to compensatory leave days in lieu.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time following discussion between the Principal or Head Teacher and member of staff, to be reviewed annually.

The primary school is split over two campuses and candidates would need to have a commitment to working in either according to the need of the school, however this role will be predominantly based at our West Bay Campus.

**Doha College is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening, including reference checks with previous employers and an enhanced criminal record check.**

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