Arabic Primary Teacher

The Arabic Primary Teacher reports directly to the Head of Arabic & Islamic Studies and to the designated management team of The Arbor School.

**Core Purpose of the Post**

As a member of the Staff Team across the school, the Arabic Teacher will model the school mission, values and beliefs in action, particularly with respect to international-mindedness and intercultural understanding.

Teachers at The Arbor School are expected to show exceptional standards of care and skill towards the school community, focusing upon the quality of relationships and excellent teaching. All teachers are expected to take a full and active role in wider school life, as well as assisting to grow and develop the school as necessary. The core expectations are as follows:

* Being responsible for the excellent progress and achievement of pupils.
* Carrying out such other associated duties as are reasonably assigned by the Head of Arabic & Islamic Studies
* Being responsible to the HoAI for his/her teaching duties and responsibilities and for teaching tasks and may be responsible for the supervision of the work of classroom assistants relevant to his/her responsibilities.
* Interacting on a professional level with colleagues and seeking to establish and maintain productive relationships with them and promoting mutual understanding of the school curriculum with the aim of improving the quality of teaching and learning in the school.

*This job description shall be reviewed regularly and may be subject to modification and amendment after consultation.*

**Key Duties and Responsibilities**

All teachers are required to carry out the duties of a teacher as set out in the **Staff Handbook**, which should always be consulted as a changing document. At Arbor, the following areas have been highlighted as being of particular importance to the post holder:

**Teaching**

* Being a positive role model in terms of behaviour, work and attitudes
* Taking responsibility for the progress of pupils in Arabic, across the school
* Teaching, according to their educational needs and the school’s and KHDA’s Arabic curriculum, the pupils assigned to them, including the setting and marking of work to be carried out by the pupil at school or elsewhere
* Planning for progression across the age and ability range you teach, designing effective lessons/programmes of work in accordance with the needs of individual learners
* Teaching challenging, well organised lessons, using an appropriate range of teaching strategies which meet individual learners’ needs
* Using an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives and monitoring learners’ progress and levels of attainment
* Providing timely, accurate and constructive feedback on learners’ attainment, progress and areas for development
* Advising and working collaboratively with the Head of Arabic & Islamic and others on the preparation and development of teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements as appropriate
* Provide robust subject leadership for the teaching of Arabic at the school, in association with and supporting colleagues in the delivery of this area
* Coordinating activities and resources within a specific area of the curriculum, and supporting colleagues in the delivery of this specialist area.

**Other Duties**

* Carrying out playground and other duties as directed and within the remit of the *Staff Handbook*
* Organising classroom and learning resources and creating displays to encourage a positive learning environment
* Communicating and consulting with the parents/carers of learners, including feedback on a pupil's progress at parents' evenings and other meetings
* Communicating and co-operating with any relevant external bodies
* Being fully conversant with the school’s procedures and policies and enact them where appropriate
* Conducting a minimum of two after school activities per week
* Organising and taking part in school events, outings and activities which may take place at weekends or in the evening, including school marketing.
* Leading CPD where required
* Seeking to ensure the effective use of the school’s equipment, resources and facilities in the classroom and school

**Performance management**

* Participating fully with arrangements made in accordance with the school’s Performance Management policy

**Professional development**

* Regularly reviewing the effectiveness of your teaching and assessment procedures and its impact on pupils’ progress, attainment and well-being, refining your approaches where necessary
* Being responsible for your own continuous professional development and participate fully in training and development opportunities identified by the school or as developed as an outcome of your performance management
* Reviewing from time to time their methods of teaching and programmes of work and participate in arrangements for further training and professional development as a teacher, staying up to date with changes and developments in the Arabic Curriculum (according to KHDA).

**Health and well-being**

* Establishing a purposeful and safe learning environment for learners
* Being an effective and pro-active pastoral leader, ensuring the highest standards of well-being for children in your class
* Managing learners’ behaviour constructively by establishing and maintaining a clear and positive framework for discipline, in line with the school’s behaviour policy
* Using a range of behaviour management techniques and strategies adapting them as necessary to promote self-control and independence of all learners
* Raising all concerns regarding the behaviour, progress or welfare/child protection of any learner with the appropriately identified person
* Being responsible for promoting and safeguarding the welfare of children and young people within the school
* Supporting the development of inclusive values, awareness of ESD issues and development of strong language skills for all learners
* Promoting equal opportunities within the school and to seek to ensure the implementation of the school’s equal opportunities policy.

**Teamwork and collaboration**

* Participating in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
* Contributing to meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole
* Working as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
* Covering for absent colleagues as required by the Head of Arabic & Islamic/Head of Primary.

**External examinations**

* Participating in arrangements for external examinations and assessment.

**Management**

* Contributing to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers and teachers serving probationary periods
* Ensuring that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
* Taking part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school
* Controlling and overseeing the use and storage of books and other teaching materials provided for class usage and to supervise the work of classroom assistant(s) relevant to the allocated class.

**Administration**

* Participating in and carrying out any administrative and organisational tasks as required by school policy
* Registering the attendance of and supervise learners, before, during or after school sessions as appropriate.

**Exercise of particular duties**

* Performing any reasonable duties as requested by the Head of Arabic & Islamic/Head of Primary

**Note**

This job description is not your contract of employment. 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.

***Ultimately, it should be recognized that in a new school, and particularly during pre-opening, all posts must share tasks such as the above. Any post holder should be pro-active and flexible about working in a startup setting.***

**The Individual’s Qualifications, Skills and Experience**

The successful person will have:

* A Bachelor’s Degree or High Diploma in Arabic Language
* Teaching Qualification
* Good spoken English language
* Previous/current KHDA approval is a plus
* A minimum of three years’ teaching experience is expected
* Possesses correct Arabic pronunciation
* A successful track record in teaching and learning and an ability to create a caring and nurturing classroom environment
* An appreciation for environmental sustainability and of values-based education
* A sense of humour and excellent work ethic.

**Skills**

* Excellent communication and interpersonal skills with pupils and adults
* Initiative and problem-solving skills
* The ability to manage confrontation and challenging behaviour
* Team working and organisational skills
* An observant and responsive approach
* Flexibility and adaptability to be able to respond to the needs of the pupils and change plan accordingly
* A positive, energetic and enthusiastic outlook
* Patience, understanding and empathy with pupils and parents