

JOB DESCRIPTION AND SPECIFICATION	
JOB TITLE	TEACHER
REPORTING TO	PRINCIPAL/ DP+MYP COORDINATORS
SALARY GRADE	MAIN TEACHER Payscale

DRAFTED BY: E. Alleyne/ 15 July, 2017

APPROVED BY: M.McElhone / D. Azhari/ 29 August, 2017

This position description and specification is subject to annual review.

NOTE: Whilst every effort has been made to define the principle duties and responsibilities of the position, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the School's Leadership Team to undertake work of a similar level that is not specified in this job description.

Job Description

Purpose of the Position

- To ensure a high quality education for all students in designated classes
- To execute the professional duties of a teacher as circumstances may require in accordance with the School's policies and procedures
- To promote a culture where diversity and inclusion are encouraged and students learn to respect differences, take responsibility for their actions, exercise leadership, actively build a sense of community and strive for academic excellence
- To engage with the School's leadership, colleagues, students and community to create a dynamic, aspirational and innovative culture – a professional learning community grounded in collaboration, focused on improving student learning outcomes, and driven by data-informed decision-making

Primary Duties and Responsibilities

- Identify clear teaching objectives and specifying how they will be taught and assessed setting tasks, which challenge all students and ensure high levels of interest setting appropriate and demanding expectations
- Provide clear structures for lessons maintaining pace, motivation and challenge
- Conduct and use regularly formative and summative assessments to ensure subject objectives and student learning outcomes are effectively being taught
- Maintain effective classroom management in accordance with the School's procedures and encourage good practice with regard to punctuality, behaviour, standards of classwork and homework
- Set individual students clear targets regularly that build on prior performance
- Use a variety of teaching methods to match approaches to content, structure information, present a set of key ideas and use appropriate vocabulary
- Use effective questioning, listen carefully to students, give attention to errors and misconceptions, select appropriate learning resources
- Develop study skills through library (resource center and ATL leaders, IT Integrationist and other sources)
- Ensure students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught, encouraging students to think and talk about their learning, develop self control and independence, concentrate and persevere, and listen attentively
- Use a wide-range of technologies and creative teaching styles

- Ensure that current and innovative digital learning strategies are promoted and embedded in practice
- Adhere to, all requirements for external examination and internal assessment
- Contribute to the planning and delivery of the Advisory programme, which supports Creativity, Activity, Service (CAS) in the IB DP; and Service as action in the IB MYP
- Ensure the successful completion of all IB internal and external assessments, including the submission of all moderation samples, by the deadlines provided
- Ensure all curriculum is appropriately mapped, and all unit planners are available as required by the IB coordinators
- Ensure the effective use of digital platforms (Teacher's IO, ManageBac, Google Apps) in line with the expectations and of the IB coordinators and the IT Integrationist
- Support the School in preparation for evaluation/ accreditation visits,
- Ensure the timely and accurate recording of student attendance, on a daily basis
- Support new colleagues, by providing coaching and access to learning resources, curriculum materials and student learning data
- Ensure the use of local, national and international resources within the curriculum
- Provide written reports, reference letters, and other support materials as requested by the Principal or IB Coordinators, to support student learning or student placement
- Communicate and liaise regularly with parents, ensuring the community has timely and appropriate access to student learning
- Support the IB Coordinators/ Heads of Department in the maintenance of an accurate inventory of educational resources
- Ensure students have an active and engaged role in developing their own learning outcomes
- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- Mark and monitor students' work at regular intervals throughout the quarter and set targets for progress
- Assess and record students' progress systematically using the grade book in ManageBac and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognize the level, at which the student is achieving
- Undertake assessment of students as requested by the IB, departmental and school procedures
- Prepare and present informative reports, in accordance with the School's reporting scheduled to parents both verbally (at parents' evenings) and in written form
- Contribute to whole school's planning activities, departmental meetings (Monthly), grade level (quarterly) meetings and weekly faculty meetings
- Undertake break time and before/ after school duties, as directed to ensure the smooth running of the school

General Requirements

- Take part in the school's performance management system.
- Attend governing body meetings on a regular basis.
- Enhanced Criminal Records Bureau (CRB) or Disclosure and Barring Service (DBS) Checks and relevant police checks such as continuous records of good conduct.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- Promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
- Meet all Human Resource requirements for conditions of employment as per the Saudi Arabian Ministry of Labor law.

Person Specification

	Essential	Desirable
QUALIFICATIONS		
1. Bachelors Degree in Subject or Education	✓	
2. Teaching Qualification	✓	
3. Masters Degree in Education or other area		✓
4. *IELTS with a Score of 7.0 or greater (general); 6.5 (academic)	✓	
5. **CELTA/ DELTA or equivalent	✓	
6. ***MYP or DP Category 1 Subject Training		✓
7. Evidence of continuing professional development		✓
EXPERIENCE		
1. Minimum of 5 – 7 years of teaching experience	✓	
2. 3 – 5 years teaching at an IB School		✓
3. Experience of working in a multicultural setting	✓	
4. Experience of teaching students in the Gulf region		✓
5. Experience of teaching non-native speakers of English		✓
KNOWLEDGE AND SKILLS		
1. Completion of the Teacher Induction Programme	✓	
2. Training in relevant learning strategies	✓	
3. First Aid training as appropriate		✓
4. Understanding of relevant codes of practice/ policies related to the School	✓	
5. General understanding of curriculum standards and learning outcomes and basic learning strategies	✓	
6. General understanding of IB MYP and DP objectives	✓	
7. Understanding of child development and learning	✓	
8. Exemplary literacy and numeracy skills	✓	
9. Effective use of IT skills to support teaching and learning	✓	
10. Effective use the google classroom	✓	
11. Use of technology including gmail suite; google drive; and google documents, sheets and slides	✓	
12. Ability to relate well to students and faculty	✓	
13. Ability to work constructively and collaboratively as part of a team	✓	
14. Understanding of KFS classroom rules and procedures	✓	
15. Commitment to the protection of safeguarding of children and young people	✓	
16. Evaluate own teaching critically to improve effectiveness	✓	
17. Keep up-to-date with current educational thinking and practice, both by study and by attendance at courses, workshops and meetings.	✓	
18. Contribute to meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole.	✓	
19. Keep up-to-date and further your knowledge of Education through personal research, reading, observation and		✓

coaching opportunities.

PERSONAL QUALITIES

1. Have high expectations for all students	✓	
2. High level of enthusiasm, energy, and dedication	✓	
3. Ability to motivate others	✓	
4. Good organization and interpersonal skills	✓	
5. Ability to work positively and sensitively with students and parents	✓	
6. Willingness to contribute to whole school initiatives and developments	✓	
7. Innovative and creative	✓	
8. Adaptability to changing circumstances and ideas	✓	
9. A sense of humor	✓	

- *- only applies to teachers without a degree from a recognized English-teaching institution
- **-only applies to teachers teaching English Language and Literature courses(native and non-native speakers of English)
- *** - applies to heads of department