MODERN ENGLISH SCHOOL

Cairo

**JOB DESCRIPTION**

**SECONDARY SUBJECT TEACHER**

**Job Purpose:** To support the Secondary Headteacher in maintaining the distinctive ethos and achieving the mission of Modern English School Cairo to Care, Challenge and Inspire. To take responsibility for teaching as per the timetable and providing cover for absent colleagues as needed, in line with school policy and the terms and conditions of employment.

**Responsible to:** Head of Department

**Key Accountabilities in addition to those of Homeroom Teacher (where relevant)**

1. To take responsibility for learning in the teaching groups allocated
2. To implement and contribute to the review and development of school policy
3. To fulfill professional responsibilities as determined by Senior Leadership team
4. To actively contribute to school efforts to keep students safe

**Key Tasks:**

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| 1 | 1.1 | To demonstrate a thorough and up-to-date knowledge of your subject area/s and pedagogy, keeping abreast of innovative practice and to take account of the wider curriculum developments which are relevant |
| 1.2 | To contribute to the review and development of the curriculum |
| 1.3 | To implement all MES Cairo policies, agreed syllabuses and schemes of work |
| 1.4 | To seek to develop positive, productive relationships with all students regardless of ability |
| 1.5 | To plan, prepare and teach, interesting differentiated and challenging lessons of the highest quality including appropriate use of technology, using the agreed Secondary school format |
| 1.6 | To maintain high expectations of students, devise assessments, mark their work in accordance with Secondary school policy and give students regular written and verbal feedback on their progress, bringing any concerns and frustration to the attention of your line manager |
| 1.7 | To maintain accurate records of attendance, attainment, sanctions and in accordance with school policy including follow-up procedures |
| 1.8 | To ensure that students are given the opportunity to use a variety of technologies in the classroom and at home, through Google Classroom, and can access homework through Google Suite. |
| 1.9 | To liaise with the LDD Department in support of students with special educational needs |
| 1.10 | To maintain class discipline, enforcing all school rules impartially and consistently |
| 1.11 | To follow up established procedures in the event of absence, including setting meaningful, productive work. |
| 1.12 | To prepare informative and accurate reports to parents by the deadlines given |
| 1.13 | To provide meaningful informed and inciteful commentary at Parent Meetings, events and in discussion with parents at any point during the year |
| 1.14 | To participate in CPD, and take responsibility for your own professional development and use the MES Professional Development Portfolio using the outcomes to enhance teaching and learning |
| 1.15 | To contribute positively to the overall culture and morale of MES Cairo |
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| 2 | 2.1 | To participate in consultations and reviews of school policy and to implement decisions made |
| 2.2 | To participate in monitoring and evaluation as determined by the school monitoring policy |
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| 3 | 3.1 | To support and participate in activities organised by the House Coordinator, Heads of House, CAS Coordinator and ASA Coordinator and to lead After School Activities |
|  | 3.2 | To attend and contribute to Departmental and Team meetings, parents’ meetings and special events, as required by the Senior Leadership Team |
|  | 3.3 | To undertake supervision duties allocated to you conscientiously and punctually |
|  | 3.4 | To attend and supervise assembly and prepare and deliver assemblies as required |
|  | 3.5 | To promote the school’s reputation inside and outside the school at all times |
|  | 3.6 | To undertake additional duties as may be delegated to you by Senior Leadership |
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| 4 | 4.1 | To work within the requirements of the Safeguarding Policy and have a responsibility for promoting and safeguarding the welfare of students |
|  | 4.2 | To report all causes for concern to the Safeguarding team through the appropriate channels |
|  | 4.3 | To ensure the safety of all students in the MES Cairo learning environments. |
|  | 4.4 | To follow the E-Safety Guidelines provided by the school and ensure students adhere to the Student Acceptable Use Policy for Technology |