



15/11/2021

Application Pack - Teacher of Key Stage 1/2

I am delighted to provide an application pack for the role of Key Stage 1/2 Teacher at The English Academy, Kuwait.

The Academy seeks to recruit and retain dynamic teaching and non-teaching staff that share in its vision and commitment. All members of staff are integral to delivering high quality education and to ensuring that every student learns in a safe environment and who has the opportunity to reach their potential.

Safeguarding children and young people through safer recruitment practices is a significant priority of The Academy, and as such, its recruitment protocols adhere to the standards set for accredited British Schools Overseas. Candidate references will be checked and qualifications attested. Disclosure and Barring Service (DBS), International Child Protection Certificate (ICPC) or local police checks are required, together with a Statement of Medical Fitness.

I have been Principal of TEA since November 2019 and I thoroughly enjoy both leading and managing the school and living in Kuwait. I really feel you have the best of both worlds by working and living in Kuwait. It is a safe and peaceful country where people of many nationalities live. There is a thriving expatriate community and plenty of amenities and activities to keep you busy and focused. I would really encourage you to consider applying for the advertised post at The English Academy.

You need to apply for this role through the TES portal by submitting a CV and any documentation that you believe supports your application. Please do not hesitate to contact the school if further information / clarification is needed. I look forward to receiving your application **prior** to the deadline. You are encouraged to apply as soon as possible to avoid disappointment.

Thank you.

S J Cowden
Principal



Job Description - Teacher of Primary

In accordance with the school's policies and Ministry requirements, and under the direction of the School Principal and Division Leaders:

Role Statement:

1. Understand, support and implement the School's Vision and Mission statements within all aspects of school life
2. Participate in the BSO/BSME and other accreditation process, as required, in support of the school
3. Maintain good order and discipline among the pupils and safeguard their health and safety, both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
4. Promote the intellectual, physical and personal development of the pupils in your class/es and provide guidance and advice to pupils on educational and relevant social, emotional matters
5. Keep under review methods of teaching and programmes of work, including changes to specifications and curriculum
6. Plan, prepare and deliver lessons and schemes of work. Complete all associated documentation
7. Ensure assessment is planned for, reported as required and used to drive instruction
8. Assess, record and report on the development, progress and attainment of the pupils in your class/es including the personal and social needs of pupils
9. Participate in arrangements for preparing pupil and assessing pupils for any relevant testing and recording and reporting assessments; participate in data disaggregation and use it to drive instruction
10. Teach, according to all students' educational needs in your class/es, including the setting and marking of work to be carried out in school and elsewhere.
11. Manage the learning environment of students
12. Communicate and consult with parents of pupils or others who have a legitimate interest in the pupils in your class
13. Advise and co-operate with your Division Leader and other teachers in the preparation and development of courses of study, teaching materials, teaching schemes, methods of teaching and assessment and pastoral arrangements.
14. Participate in arrangements for the appraisal of your own performance management and that of other teachers
15. Participate in meetings at the school which relate to the curriculum for the school or the administration and organisation of the school, including pastoral arrangements
16. Have competent ICT skills and deliver lessons using ICT to enhance teaching and learning via use of Chromebook, Google Classroom and other school software and hardware



17. Organise and run staff meetings (large or small groups) if required, in the absence of HoY/SC.
18. Supervise, and so far as it is practicable, teach any pupils, whose teacher is not available to teach them.
19. Participate in administrative and organisational tasks related to the duties prescribed, including registering attendance of pupils.
20. Manage or supervise any colleague providing support in your class.
21. Monitor judicious use of resources.
22. Contribute to the building of the department and share resources
23. Carry out particular duties as may reasonably and fairly be assigned to you by your Division Leader
24. Contribute to the overall life and work of the school, such as CPD. ECAs and field trips
25. Carry out such playground or after school duties as may reasonably and fairly be assigned to you
26. Ensure that School and Department policy is carried out effectively
27. Participate in any CPD offered by the school and share good practice

Job Specification - Teacher of Primary

Candidates should have a Bachelors in Education degree with QTS or equivalent with QTS and PGCE. ECTs and teaching couples are encouraged to apply.

Successful candidates should have:

- Excellent oral and written English skills
- The ability to work collaboratively within a team
- Recent UK teaching experience or international experience within a British curriculum-based school - preferably BSO accredited.
- Excellent knowledge of the National Curriculum, across year groups
- Evidence of creative and innovative approach to teaching and learning including the appropriate use of ICT
- Commitment to improving, monitoring and evaluating teaching and learning
- Experience of high quality e-teaching and learning
- High levels of personal and professional integrity
- High degrees of self-confidence, personal energy and dynamism
- Excellent organisational skills
- Appropriate levels of personal presentation



Desirable:

- Knowledge and experience of Talk4writing
- Knowledge and experience of Whiterose Maths
- Competent IT skills and experience of Google Workspace (Google Drive, Docs, Classroom, etc) and other platforms such as Class Dojo, Peardeck etc.
- Google Certification

Terms and Conditions

Contract type

Initially a two year contract which can be renewed, full time.

Accountability

The postholder is accountable to the Head of Year who will undertake an annual review of performance against the specifics of the job description

Start date

August 2022 [TBC]

Salary

As per The English Academy Teacher's pay scale

Benefits

A range of benefits are offered including annual airfare, furnished accommodation, tax free salary, staff development, discounted school fees and generous end of service gratuity.

School Profile

The English Academy is part of the Al Jeel Al Jadeed Educational Institute founded in 1964. The Institute began with one school, the Al Jeel Al Jadeed School in Hawalli, and was later joined by the Al Nasser School in Salmiya in 1969. These two schools were joined in 1993 by The English Academy, an all-through school based in Jabriya. This was the first school in Kuwait to take the title 'Academy'. In 2013 The English Academy moved to a brand new state of the art premises in Hawally.

In 2012 The English Academy achieved British School Overseas status, approved by the UK Government Department of Education and monitored by Ofsted, the official body for inspecting schools in England. There have been subsequent inspections on a three year rota that have reached the conclusion that The English Academy is a good school with outstanding features. The most recent inspection report can be accessed from the following site: [British schools overseas: accredited schools inspection reports - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/collections/british-schools-overseas-accredited-schools-inspection-reports) The Academy is also a member of the British Schools in the Middle East and regularly participates in a range of sporting and cultural events organised by this body.



Academic standards at the The English Academy are high and are complemented by a range of extra-curricular activities including music, sports, the arts, crafts, health and well being as well as formalised programmes such as the Model United Nations [M.U.N.] and the Duke of Edinburgh Award [International Award].

The English Academy is a Google School and as such Chromebooks are used by both students and members of staff. Individual members of staff are undertaking Level 1 &/or Level 2 Google certification. The use of ICT is a strength of the school.

All members of staff new to the Academy undergo a thorough and detailed induction programme upon arrival in August.

Typical School Week

All staff working in Key Stages 1 to 5 are expected to have 'eyed in' by 6:50 in the morning. The school day starts with the Line Up followed by the National Anthem at 7:20. From there each School Division - Infants, Key Stage 2 & Secondary - follows their own timetables. The school teaching day ends at 14:20 and staff can leave the campus after 'eyeing out' at 14:35.

There are meetings held 3 mornings a week, whole school, department and pastoral. On Tuesday afternoon staff are required to stay until 15:35 for professional development meetings. This is referred to as 'Directed Time' and is compulsory to all members of staff.

Staff are expected to do early morning and break duties every week. All staff working in Key Stages 1 to 5 will be placed on a rota.

Working at the Academy can be demanding but it is certainly an environment in which you can thrive and develop both professionally and personally.

Living in Kuwait

Kuwait is one of the richest countries in the world and its tax-free environment and geographical location provide an opportunity to save money, as well as providing an opportunity for travel around the Middle East and to the Far East. The Avenues was recently voted as the best mall in the Middle East and Africa. This huge shopping complex contains a host of the most impressive shopping outlets including Ikeya. There are a number of other malls around the city.

Traditional souks specialising in gold, fabric and rugs are also available to the general public. There are many restaurants to choose from and both eating out and shopping would appear to be national pastimes! Kuwait is an extremely safe city where most goods are readily available. Summer is extremely hot, from June onwards. The months of April and May, and October and November are perfect for all manner of outdoor activities including exploring the desert wildlife and environment. December through to March can be cool in the evenings but often still reach the low 20s during the day. There are a range of excellent sporting facilities, wonderful beach clubs and a thriving social scene.