



## JOB DESCRIPTION

Job Description:	Secondary Subject Teacher
Responsible for:	Oryx International School is a dynamic and exciting school looking for enthusiastic and passionate teachers. This is a unique opportunity to join an exceptional and hard-working team with the united goal of ensuring that every child reaches their potential both academically, socially and physically by pushing boundaries and broadening horizons.
Consulting with:	All Staff
Reporting to:	Executive Principal
Direct Report:	

## Duties and Responsibilities

- To be an ambassador of Oryx International School at all times, in school and the State of Qatar.
- To be responsible for the pastoral development of a group of students in your role as Form Tutor
- To be responsible for the academic development of secondary age students in the subject(s) that you teach
- To teach a timetable, carry out staff duties (as determined by SLT) and actively support the After School Activities Programme leading a minimum of one activities per week.
- Prepare lessons and data required for body accreditations.

## Teaching and Learning

- To encourage each student to reach their academic potential through enthusiastic and personalised teaching, tailored stretch and challenge, rigorous record keeping and follow up
- To be aware of and comply with all Oryx International School policies including those for feedback and assessment, teaching and learning and reporting
- To develop and share schemes of work and resources, using the agreed formats
- To assist with covering colleagues as required
- To attend all meetings and Professional Development as required
- To prepare, invigilate and assess, as required internal and external tests and examinations



## Pastoral

- To show an active interest in each child's personal and domestic circumstances and to foster the personal and social developments of each student in your care
- As a Secondary or single subject teacher, to work as a Tutor in either Years 7-11 (and in due course for Years 12&13)
- To participate fully in the House System
- To actively promote the social, moral and cultural ethos of Oryx International School community
- To create an atmosphere of support by being aware of, and fully complying with, all Oryx International School Polices; including the Code of Conduct, School Rules, and the Anti-Bullying Policy
- To be familiar with in all Oryx International School's policies on Health and Safety and be proactive in ensuring the safety of all members of Oryx International School community at all times
- To promote exemplary behaviour and a responsible attitude amongst all students at all times
- To be aware of and act upon all policies regarding the safeguarding of children

## Professional Responsibilities

- To continually meet the Orbital Teacher Standards
- To promote pride in Oryx International School among the student body through high standards of dress, behaviour and commitment
- To ensure that all communication is acted upon appropriately and in a timely manner
- To attend Parents' Evenings, Assemblies, Productions, Sporting and Special Events
- To be responsible for all College resources particularly those in your care, reporting damage or loss to your line manager or the facilities manager, as appropriate
- To contribute to Oryx International School website, social media and publications as necessary
- To contribute to Oryx International School's Development Plan
- To foster a close partnership with parents, initiating contact in appropriate circumstances and ensuring that there is a record of this
- To be in School prior to 6.45am
- To be in Qatar 24 hours before a work day
- To carry out any reasonable professional request made by any member of the SLT