



# Downe House Muscat

## **Teacher of Information and Communication Technology (ICT)**

### **Job Purpose**

The Teacher of Information and Communication Technology (ICT) will be responsible for teaching ICT from Grade 5 through to IGCSE and on to A Level (in subsequent years). The Teacher of Information and Communication Technology (ICT) will be responsible for ensuring all pupils make excellent progress and find learning ICT inspirational, enjoyable and challenging. The Teacher of ICT is also expected to play a significant role in developing Digital Literacy throughout the school.

You are responsible and accountable for securing the highest standards of pupil achievement across the school, specific to your subject, through effective monitoring, evaluation and review of learning progress and teaching outcomes, and by setting targets for improvement. All teachers are expected to display a genuine commitment to the academic, personal and social development of children.

### **The School**

Opening in August 2022, Downe House Muscat is the first authentic girls' school in the world which will be genuinely connected and overseen by a premium all-girls' school from the UK. A monumental moment for Oman and a transformational opportunity for girls and young women in Muscat. Through the partnership with Downe House in the UK, the MODPF is proud to bring the first UK independent style girls' school influenced by one hundred and thirteen years of outstanding British education, to Oman. Girls aged 9 to 18, Year 6 to 13 (Grade 5 to 12), will benefit from the opportunity of a Downe House education and be inspired and challenged as they grow into confident young women preparing to play their part in the world. Downe House Muscat's values and approach to education will lead to excellent academic outcomes, enabling all pupils to gain entry into the world's best universities. Downe House Muscat has unrivalled facilities including, high-tech science labs, design-technology workshops, art, music and performing arts studios, media centres and a 450-seat state-of-the-art theatre. Alongside the incredible teaching and learning environment, there are first-class sports and recreation facilities including, a six-lane 25 metre pool, a double-sized sports hall, a dance studio, full size hockey pitch, 7-a-side football pitch, netball, basketball, badminton, volleyball and tennis courts.

## **Key Responsibilities**

### **School Values and Ethos**

- Actively promote our unique vision through enthusiastic participation in all areas of school life.
- Always set high expectations, which inspire, motivate and support colleagues.
- Ensure that you comply with any rules, policies and procedures implemented by the school.
- To ensure that you model the speaking of English when in the presence of pupils and in public areas of the school.
- To respect and support Omani culture.
- Contribute to the school's co-curricular activities.
- Be a tutor.

### **Curriculum**

- To teach a broad, balanced and relevant curriculum and contribute to the preparation and writing of Schemes of Work, teaching materials, teaching programmes, methods of teaching and assessment.
- To facilitate and encourage high quality learning which provides children with the opportunity to achieve their full potential.
- To deliver well-planned, engaging and creative lessons, ensuring that the needs of all children are met.
- To differentiate appropriately, using approaches that enable every child to access the learning and make excellent progress.
- To demonstrate excellent subject knowledge in all relevant areas.
- To set students challenging learning and developmental goals, and to draw upon varied strategies, resources and technologies to support students in achieving these goals.
- To follow school procedures for assessing, recording and reporting on children's achievements and to use this information effectively to convey progress in report writing and record keeping.
- To provide students with regular written and oral feedback and encourage them to reflect and respond to their feedback.
- To participate fully in the school's co-curricular and school activities programme.

### **Management**

- To follow and implement school policies and procedures in and out of the classroom.
- To provide a safe, purposeful and well-managed learning environment.
- To make effective use of teaching assistants to support children in their learning.
- To value the home-school partnership, working closely with other members of staff to establish and manage good relationships with parents.

### Professional Standards

- To attend assemblies, departmental meetings, parents' evenings, school functions and other staff meetings.
- To attend professional development and staff training opportunities.
- To recognise the importance of being an exemplary role model to all children within the school.
- To maintain high standards of professional behaviour in accordance with the school ethos, including timekeeping and personal presentation.
- To take personal responsibility for evaluating and reflecting upon your teaching in order to continually develop and improve your practice.
- To always maintain professional and productive relationships with colleagues.

### Safeguarding Responsibilities

- To comply with all safeguarding policies and procedures and ensure that any safeguarding concerns are reported in line with policy.
- To demonstrate a personal commitment to safeguarding and wellbeing.
- To engage fully in all safeguarding training as required.

### Other

- To fulfil any reasonable additional responsibilities as requested by the Principal in the context of a new and evolving school.

### Note

*This Job Description may be altered to meet changing needs and will be reviewed with the post holder. The Job Description is indicative of the nature and level of responsibilities associated with the post. It is not intended to be exhaustive; other tasks may be allocated as necessary from time to time.*



## Person Specification

**(E - Essential, D - Desirable)**

### Qualifications

- A Bachelor's Degree from a good university. (E)
- Post Graduate Certificate of Education (or equivalent). (E)
- Qualified Teacher Status. (E)
- Evidence of further post graduate study. (D)

### Skills and Experience

- A minimum of three years relevant teaching experience. (E)
- High levels of subject knowledge. (E)
- A proven track record of high-quality teaching. (E)
- Excellent working knowledge of the National Curriculum for England. (E)
- Knowledge of the Cambridge Primary and Cambridge Lower Secondary International Curriculum as relevant to your subject. (D)
- Experience and a proven track record of teaching successfully to IGCSE and A level in the specialist subject. (E)
- A strong academic background, stature and experience that will command the respect of pupils, parents, colleagues and the wider community. (E)
- An understanding of the demands of a UK independent day school environment. (D)
- A commitment to academic progress and the welfare and safeguarding of pupils. (E)
- Knowledge and understanding of recent educational developments and best practice. (E)
- Experience of working with children who have English as a Second Language. (D)

### Personal Qualities

- Ability to stretch the most able pupils, whilst also ensuring the curriculum is accessible to all. (E)
- Ability to inspire children with a love of learning. (E)
- Ability to understand the needs, challenges and opportunities of an international school community in its early years of development. (E)
- Strong personal-relations and team-working skills. (E)
- Ability to use ICT to enhance learning. (E)
- Energy, charisma, resilience, flexibility and dynamism with the vision and drive to create productive learning environments and excellent outcomes for all children. (E)
- Ability to work with and apply all school policies. (E)
- Rigorous can-do attitude, positive team player with a sense of humour. (E)
- Be willing to work hard and with enthusiasm, avoiding a "nine-to-five" approach. (E)

## Safeguarding and Data Protection

Downe House Muscat is committed to safeguarding and promoting the welfare of children and expects all the staff to respect this commitment. The post is subject to applicants providing a satisfactory Police Clearance Certificate from their home country that is less than three (3) months old. Three satisfactory professional references will also be required.

If successful and if applicable, for visa purposes applicants will need to supply relevant degree certificates, university transcripts and proof of being a 'full time' pupil. These documents will need to be attested by the Ministry of Foreign Affairs and Oman Embassy in the applicant's home country.

By applying to this post, you agree to your data being held and processed by Downe House Muscat and its affiliates. If you are appointed to the post you also agree to additional information, including sensitive data such as bank details and medical information, being held by Downe House Muscat and its affiliates.

