

Subject Teacher Job Description

Reports to: Secondary Principal
Contract: Permanent - Full Time

OUR VISION

World-leading learning for all.

OUR MISSION

To inspire all learners to be the most innovative and successful individuals they can be, in an ever changing world.

OUR PHILOSOPHY

- To provide an authentic and rich child-centred environment.
- To strengthen the giftedness and uniqueness of all through opportunities to create, express and lead.
- To nurture digital citizenship and innovation to world-class standards.
- To foster a deep sense of personal and cultural identity rooted in international-mindedness.
- To promote an appreciation of Islamic and Emirati cultures.
- To enquire, reflect and act positively in all areas of school life, in line with the philosophy of the International Baccalaureate Organization.

OUR VALUES

- Happiness
- Positivity
- Success
- Responsibility
- Individuality
- Co-operation
- Respect

OUR MOTTO

We all succeed, every day.

Qualifications and Skills:

- Hold a degree in related fields.
- Hold a diploma in Education
- Have a minimum of three years of relevant experience in teaching the subject preferably
- Have excellent MYP knowledge & Experience
- Have excellent communication skills
- Have excellent organisational skills
- Have very good ICT skills
- Have excellent interpersonal skills
- Preferably bilingual (English & Arabic)

Job Purpose:

Teachers make the education of their students their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge; keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their students.

Responsibilities:

- Teacher's are expected and required to maintain the highest possible standard in all areas of their work
- Providing a warm and effective learning environment for students
- Undertaking pastoral, supervisory and extracurricular responsibilities
- Contributing to the academic, pastoral and general development of the students as individuals and of the school as a whole
- Ensuring that he/she is familiar with the School's policies practices, expectations, curriculum, philosophy and

vision.

- Teaching such classes as per the timetable set by the School Principal;
- Preparing of the work for these classes in accordance with the agreed school curriculum
- Effectively implementing the School academic and social curriculum through the work undertaken in and out of class to best meet the needs of individual learners
- Regularly monitoring each student's performance and progress against the criteria set in the School curriculum documents
- Keeping appropriate records of each student's attendance and progress in accordance with the criteria set of the School
- Alerting the School Principal when a student's attendance, performance and progress does not meet the expectations of the School
- Setting clear and high expectations for students
- Maintaining their classrooms as warm and inviting learning centres through the use of appropriate displays
- Alerting the School Principal to any problems relating to the assigned classroom, and the School as a whole, maintenance, or safety of students
- Undertaking such supervisory duties as may be assigned by the School Principal.
- Communicating to parents on the performance and progress of their children in accordance with the format approved by the School Principal
- Participating actively in the pastoral care and welfare of the students
- Attending such meetings as and professional development sessions as may be called by the School Principal and /or the central administration
- Continuously undertaking personal professional development through research and attendance at workshops and courses
- Participating actively in all agreed extra-curricular activities, programs and projects which support the School program and the development of the students
- Assisting the School Principal in the interviewing and assessment of applicants for places in the School
- Complying with the School's Conditions of Service
- Undertaking such additional responsibilities as may reasonably be required by the Director and the School Principal within the terms of contract and the conditions of service

Reporting Relationship:

A subject teacher reports directly to the Secondary School Principal for carrying out their duties and responsibilities.

The above Job description was reviewed and updated in September 2018 and will be reviewed on an annual basis.

Received by:	Approved by Principal:	Received by HRM:
Name & Signature:	Name & Signature:	Name & Signature:
Date:	Date:	Date: