

JOB DESCRIPTION	
Post Title:	Arabic Teacher
Reporting to:	Head of Arabic
Responsible for:	Arabic Lessons
Required Qualifications	<ul style="list-style-type: none"> ➤ Candidates must possess University Degree in Arabic Language / Literature and Islamic Studies, preferably in Education, Arabic and Islamic Studies Department. ➤ Possesses correct Arabic pronunciation. ➤ Fluency in English literacy and proficiency with a computer and interactive whiteboard. ➤ Minimum of 3 years teaching experience for Non-Arabic students. ➤ Candidates must be able to communicate effectively with students, teachers and parents in a variety of settings, and demonstrate the desire to work with people. ➤ Must have excellent interpersonal, problem solving and attention to details skills. ➤ Demonstration of a commitment to the mission and vision of King's College Doha. ➤ To respect of cultural diversity within the workspace.
Main Duties:	<ul style="list-style-type: none"> ➤ Delivering lessons to students according to the Ministry of Education and Higher Education authorized curriculum and ensuring that curricular expectations and goals are achieved. ➤ Cultivate in pupils, where required, a clear understanding of Islam and Islamic values. ➤ Attending Parents Teacher interviews, meetings, Professional Development sessions and other relevant functions. ➤ Communicating with parents and answering their questions in a professional manner. ➤ Acting as a role model for students in dress code and behavior. ➤ Support the wider school curriculum and objectives by supporting non-curricular events out of school hours and after-school clubs. ➤ Perform any other reasonable duty designated by the Head of Department or Management of the school. ➤ Effectively plan and deliver lessons that are interesting and offer differentiation ➤ Carry out relevant assessments on students, effectively record, and act upon data that is generated.
Training and Development:	<ul style="list-style-type: none"> ➤ Regularly review own practice, set personal development targets and take responsibility for own continuous professional development.
Legal Requirements	<ul style="list-style-type: none"> ➤ Position is local hire, family sponsored. ➤ Police clearance certificate from home country (ACRO) if from UK and from Qatar, less than 1 year old. ➤ Education Certificates must be attested by MOFA and Qatar Embassy home country. Education documents should be (degree certificate, transcripts, University letter stating you were a 'full time' Student).

Recruitment Safeguarding:	<p>King's College Doha takes safeguarding the welfare of children and young people very seriously and expects the same from its employees. All staff will be subject to rigorous background checks to include three professional references. All education certificates and supporting documents need to be attested to show authenticity. Successful applicants must provide a police clearance certificate from home country and Qatar. Local police clearance certificates must be less than one year old. In addition, all new staff/volunteers will attend KCD induction and undertake mandatory child protection online training which is required by the Qatar Ministry of Education.</p>
King's College Expectations:	<p><u>As part of the King's College, Doha Team, you are expected to:</u></p> <ul style="list-style-type: none"> ➤ Act with professional integrity at all times, notwithstanding issues of confidentiality and tact; act with honesty and transparency with regard to your work. ➤ Identify and improve those areas relevant to your role that need to move from good to outstanding. ➤ Maintain school policies and procedures relevant to your area and update whenever required. ➤ Be present where required at meetings, performances and other functions/events. ➤ Undertake a proactive part in those activities that are part of the self-evaluation of the school, upholding the standards of the school in all areas being a present around school, appraisal and performance and line management systems. ➤ Work as part of a team submitting draft proposals and documents for further development by the Leadership Team and accepting and supporting final Leadership. ➤ Be punctual to attend scheduled meetings. ➤ All members are encouraged to express their views, but are expected to work to the majority decision or the final decision of the Principal. ➤ Manage the sometimes, conflicting needs of transparency and confidentiality, at all times working as one team with the staff. ➤ Avoid the 'them and us' ethos. ➤ Undertake specific tasks reasonably delegated by the Principal.