

## Lead Teacher

<b>Position Title</b>	Lead Teacher	<b>Job Grade</b>	TBC
<b>Department</b>	GES	<b>Reports to</b>	HOD
<b>Work Location</b>	Gulf English School	<b>Hours of Work</b>	As per the School Schedule (the employee may be required to work according to the operational hours to suit the requirements of the business units.)

### Purpose Statement

A Lead Teacher at GES is expected to be energetic, enthusiastic, flexible and innovative in their approach to their work. He/ she should be a forward- looking person committed to providing quality education and who should have the highest possible expectation of students. He/ she must also be committed to the development of their year groups and the school. He/ she must also be committed to his/ her own professional development.

Provide comprehensive school social work services to parents, students and school staff, addressing barriers that limit a student from receiving full benefit from their educational experience. Respond to referrals from school administration, parents, teachers, the student support services and others by providing direct services and others by providing direct services and by assisting families in accessing appropriate community resources

### Key Relationships

Supervision Received	HOD and VP
Internal Contacts	Teachers and other staff community

### Duties and Responsibilities

#### Academic Oversight:

- To promote a positive work ethic
- To work with the Form Tutors to ensure the effective monitoring of academic progress of all pupils in the year groups
- To manage the use of pupil transfer data across years and subject departments.
- To liaise with subject leaders over courses/induction of new students
- To feedback findings from assessments, reports and communications with parents to subject leaders and teachers
- To analyse pupil assessment data across subjects to establish cross curricular provision for additional support, intervention or extension
- To oversee the recording and reporting procedures for year groups
- To ensure that monitoring grades are effectively used by tutors and teachers
- To analyse reports and support tutors, subject leaders and teachers as necessary to congratulate achievers and action low achievers
- To implement rewards and sanctions policies as required
- To liaise with the Leadership Group, colleagues and parents as necessary



- To provide parents with online information about monitoring grades, examination boards, syllabus numbers, examination dates and any other such information that will enrich their understanding of these issues
- To map the curriculum across year groups to avoid unnecessary clustering of coursework and homework and to maximise opportunities for cross-curricular learning avoiding overlap and repetition and
- To take part in options and evenings and present information to parents and students as required
- Review and monitor all student daily activities/ behaviour including 5 minutes between classes before and after school and during breaks ensure school day is run in an organised and timely manner
- Set and lead grade level assemblies (once a month) where awards, merits and programs will take place
- Set up and attend meetings every 2 weeks to discuss and review students (tracking) and grade level incidents.
- Respond to all reporting and referrals of teachers per school policy
- Provide orientation activates to incoming students; collaborate with school counsels regarding pre-registration of incoming and graduating students at all levels; plan, coordinate and assist in preregistration and assist new students to settle into school successfully
- Write articles for parent newsletters, assist families with school- related problems
- Review student records to identify previous barriers and / or interventions
- Conduct parent interviews to acquire socio- development information as needed foe special education referrals
- Provide individual and/ or group counselling in response to school- wide crises

#### **Pastoral Oversight:**

- To work with tutors to advise and assist in their support of pupils
- To communicate effectively with parents/ guardians of pupils
- To liaise with colleagues and The Leadership Group on behalf of pupils and parents
- To promote high standards of behaviour and appearance as per uniform policy and college rules
- To co-ordinate frequent assemblies
- To ensure effective induction of students as necessary
- To arrange parents evenings (informing parents by letter, informing students, informing staff etc) in with SCTED

#### **The Tutor Team**

- To monitor the tutor teams to ensure that there are high standards of pastoral and academic oversight for all pupils within year group
- To support tutors by offering advice and setting down clear guidelines for their work
- To involve tutors in decision making and administration where appropriate
- To ensure that tutors follow guidelines regarding reports/ referrals etc
- To hold regular, minuet team meetings
- To design, monitor, evaluate and review the PSHE programme and offer tutors advice and guidance to ensure its effective delivery and
- To arrange an annual review meeting for Performance Management and to ensure the process of performance management is an ongoing one;

#### **General**

- To ensure the quality translation of students from year groups
- To arrange, monitor and supervise entrance tests
- To plan and administer open days fro year group students
- To undertake Performance Management of tutors



- To Lead Teacher will be required to attend Leadership Group meetings as required
- To monitor, evaluate and review all policies and procedures and to produce a quality audit in May/June of each year with recommendations for improvement. To be presented to the Leadership Group

**Additional Specific Responsibilities:**

- Website development
- Develop the use of engage in all areas pertinent to learning and teaching
- Investigate and advise the Leadership Group about new initiatives in Information and Communications Technology and their impact on Learning and Teaching

A Lead Teacher can expect the full support of his/ her line manager and the leadership group generally and is invited to take advantage of the 'open door' policy and other professional forums, to discuss any and all matters relating to the position

This description may be amended at any time after consultation with the post holder.

It will be reviewed at the end of the summer term

The post holder is responsible to the Principal for all aspects of this description

Provide comprehensive school social work services to parents, students and school staff, addressing barriers that limit a student from receiving full benefit from their educational experience. Respond to referrals from school administration, parents, teachers, the student support services and others by providing direct services and others by providing direct services and by assisting families in accessing appropriate community resources

There will be five Lead Teachers for boy's sections and Middle and High school and three lead teachers for girls sections

**Essential Tasks:**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position)

- Review and monitor all student daily activities/ behaviour including 5 minutes between classes before and after school and during breaks ensure school day is run in an organised and timely manner
- Ensure all classes have appropriate supervision and report all non supervision to appropriate administrator
- Set and lead grade level assemblies (once a month) where awards, merits and programs will take place
- Set up and attend meetings every 2 weeks to discuss and review students (tracking) and grade level incidents.
- Planning the test/quiz calendar for the grade level(s)
- Communicate with administration over-all grade level issues when needed
- Develop and maintain grade level bulletin boards to given motivation, incentives and information
- Develop a yearly activities calendar through liaison with Head of Departments and teachers for the students at all given levels
- Develop, organise and monitor all student activities including field trips, class/grade level/ subject activities (were needed) and whole school activities.



- Be the first point of contact for teachers/ students/ parents if help is needed with day to day student issues.
- Respond to all reporting and referrals of teachers per school policy
- Provide orientation activates to incoming students; collaborate with school counsels regarding pre-registration of incoming and graduating students at all levels; plan, coordinate and assist in preregistration and assist new students to settle into school successfully
- Write articles for parent newsletters, assist families with school- related problems
- Serve on student teams, special education committees and accreditation committees for student services as assigned by school
- Develop and maintain student records related to behaviour/ discipline issues late arrivals, absences/ non attendance/and plans of actions over issues
- Review student records to identify previous barriers and / or interventions
- Conduct parent interviews to acquire socio- development information as needed foe special education referrals
- Respond to referrals requesting verification of behaviour/ discipline issues, late arrivals and absence/ non attendance / attendance
- Analyse information gained through record reviews and interviews to determine environmental impacts and appropriate resource needs; integrate gained information into a written report and oral presentation
- Interview students and parents to discuss issues related to behaviour/ discipline issues, late arrivals, absences/ non attendance; attend student support team meetings and school /MOE intervention
- Provide individual and/ or group counselling in response to school- wide crises
- Develop and implement professional development training for educational staff and parents as requested
- Participate in professional development activities aimed at current trends and best practices for the provision of comprehensive school services
- Maintain an ongoing liaison with community agencies and other resources to meet student needs. Refers parents and students to agencies when appropriate
- Perform related work as required
- Participating in updating curriculum and sharing with the committee to prepare for PBL

### **Knowledge, Skills and Abilities**

- Knowledge and skills for direct and indirect intervention including counselling on an individual group or family basis consulting with administrators, teachers, parents and other professionals about student problems and appropriate strange strategies and networking with school programs and community agencies to provide essential services for families and children;
- Understanding of the knowledge, skills and processes for effective casework practice
- Understanding of the school social work profession including associated requirements of school and MOE, ethical issues, professional issues and standards, foundations of school psychology and the role and function of the school social worker
- Understanding of child development, psychopathology, social and environmental conditioning, cultural diversity and family systems.
- Demonstrate excellent leadership and organisational skills and the ability to motivate people
- Demonstrate excellent integrity and good moral character and initiative
- Highly developed communications skills
- Flexible, innovative, creative
- Open-minded, honest, straight forward, fair and equitable
- Highly organized and strong follow-through with tasks and promises



- Ability to lead a diverse group of employees
- Strong leadership skills
- Ability to manage budgets and implement spending procedures and monitoring
- Ability to interact with a broad and diverse population of internal and external stakeholders
- Ability to develop curriculum and lead instructional programs.

#### Qualifications

- Bachelor degree in Education or relevant degree with valid professional teaching qualification
- MA in Education or Master in Management in Leadership highly desirable

#### Experience:

- Educational degree from an accredited school a comparable amount of training and experience may be substituted for the minimum qualifications such as previous experience in working with students in special student services capacity

#### CONFIDENTIALITY:

At all times to respect the confidentiality of any information belonging or relating to the School, including, but not limited to, the business, finances, dealings, transactions or affairs of any of the school staff, parents or pupils etc.

#### Signature and Date:

Position Holder : \_\_\_\_\_

HR Manager : \_\_\_\_\_

Educational Director : \_\_\_\_\_

Deputy CEO : \_\_\_\_\_

CEO : \_\_\_\_\_