PRIMARY CLASS TEACHER

JOB DESCRIPTION

Primary Objective of Role

The Primary Class Teacher plays a vital role in bringing our vision of **Inspiring Minds** to life, embedding the values of **Discovery, Courage and Humanity** in the classroom every day. This role calls for someone who embodies our Learner Profile and who has the vision and conviction to inspire and support every child to reach their full potential through engaging, inclusive and high-quality teaching. The Class Teacher will contribute positively to the wider life of the school and undertake any additional responsibilities reasonably assigned by the Primary Leadership Team.

Accountability and Responsibilities

Safeguarding and promoting the welfare of pupils

- Be responsible for safeguarding and promoting the welfare of all pupils that the Class Teacher comes into contact with.
- Incorporate the school's vision, mission and core values into normal working practice.
- Follow the reporting procedure contained in the Safeguarding Policy with regards to raising concerns about the welfare of any pupil.
- Act in accordance at all times within the school's policies and procedures, including but not limited to, the Code of Conduct Policy, Health & Safety Policy and the Human Resources Policy Manual.
- Ensure that the School Nurse is made aware of any medical concerns linked to pupils under the Class Teacher's care.

Teaching and Learning

- Plan and deliver engaging, inclusive and challenging lessons that inspire curiosity, creativity and a love of learning, in line with the principles of interdisciplinary learning and pupil autonomy.
- Assess, monitor, record and report on the learning needs, progress and achievements of all pupils, ensuring that every child is supported to reach their full potential.
- Provide meaningful opportunities for independent learning, practical exploration, investigation and research that develop critical thinking and problem-solving skills.
- Differentiate effectively to meet the needs of learners of all abilities, using IEPs where appropriate to ensure inclusion and progress for all.
- Create a stimulating, supportive and well-organised classroom environment that promotes active engagement and a sense of ownership among pupils.
- Integrate digital technology purposefully to enhance teaching, learning and assessment across the curriculum.
- Ensure that all teaching and learning reflect the school's vision, mission and policies, while embodying Doha College's values of excellence, respect and integrity.
- Use a range of innovative teaching methods and resources to enrich the learning experience and to foster collaboration, reflection and resilience.

Classroom Management

- Maintain a calm, purposeful and well-organised classroom where high expectations, mutual respect and a strong work ethic underpin every aspect of learning.
- Create a positive culture of achievement in which pupils feel confident to take risks, embrace challenge and learn from mistakes as part of their growth.
- Foster trusting and supportive relationships that encourage collaboration, reflection and self-regulation.

- Promote positive behaviour consistently, using praise, encouragement and restorative approaches to reinforce the school's values and expectations.

- Respond to any incidents of unexpected behaviour calmly and effectively, in line with school policy and procedures, ensuring that every pupil feels safe, respected and supported.

Management and Deployment of Resources

- Ensure classroom resources are well-organised, accessible and used purposefully to enhance learning, creativity and independence.
- Allocate classroom space and time efficiently to create an environment that is calm, inclusive and conducive to high levels of engagement and achievement.
- Prioritise time effectively for preparation, assessment, feedback and create displays that celebrate pupils' progress and foster pride in their learning.
- Collaborate with and deploy Teaching Assistants strategically to provide targeted support, enabling all pupils to make sustained progress.
- Manage, monitor and care for books, equipment and other teaching resources responsibly, ensuring they are used safely, stored appropriately and maintained to a high standard.

Communication

- Work collaboratively with colleagues and leaders to discuss and review the progress, wellbeing and learning needs of individual pupils.
- Communicate clearly and professionally with parents and carers, ensuring they are well informed about their child's progress, achievements and next steps in learning.
- Share and review Individual Education Plans (IEPs) with parents three times per year, fostering a transparent and supportive partnership.
- Attend parent consultation evenings, meetings and other school events as required, representing the school's values with warmth and professionalism.
- Assess and report on pupils' progress and attainment in line with whole-school assessment and reporting procedures.

Professional Development

- Maintain up-to-date subject and curriculum knowledge, drawing on current research and best practice to enhance teaching and learning.
- Engage actively in the school's Performance Development Review process, setting ambitious goals that contribute to both personal growth and whole-school improvement.
- Take ownership of ongoing professional learning through the Doha College CPD Academy, participating in coaching, collaboration and leadership development opportunities.
- Reflect regularly on practice to refine teaching approaches, share expertise with colleagues, and contribute to a culture of continuous improvement and professional excellence.

Additional responsibilities

- Undertake any other reasonable duties as required by the Head of Year, Assistant Head or Primary Leadership Team, consistent with the scope of the role.
- Lead or support at least one weekly co-curricular activity that enriches pupils' learning experiences and contributes to the wider life of the school.
- Participate actively in the break duty rota, ensuring the safety, wellbeing and positive engagement of all pupils.
- Provide cover for colleagues when required, maintaining continuity of learning and upholding high standards of professionalism.
- Attend and contribute meaningfully to weekly staff meetings and collaborative discussions, supporting the effective coordination and improvement of the school's work.
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in alignment with Doha College's vision, mission and values.
- Take an active role in school events such as assemblies, performances, workshops, sports days, trips, visits and community or fundraising initiatives, fostering a strong sense of belonging and shared purpose.

Teaching staff are expected to work flexibly and collaboratively to fulfil their professional responsibilities, including planning and preparation, assessment, monitoring, recording and reporting on the learning, progress and achievements of their assigned pupils.

This job description outlines the key responsibilities of the role but is not exhaustive. Other reasonable duties may be assigned by the Principal or Head of Primary in line with the school's evolving priorities.

Dates for staff meetings, training and Professional Learning days are published each term and are considered directed time; attendance is required for all members of staff. This also includes meetings linked to professional development, parent consultations and key College events such as assemblies, performances and school productions.

Safeguarding

Doha College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening, including reference checks with previous employers and a criminal records check. Teaching staff will also be subject to a Barred List and Prohibition from Teaching Check. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Diversity, Equity and Inclusion (DEI)

As an equal opportunities employer, Doha College is committed to a culture of diversity, equity and inclusion. We believe that a diverse staff body reflects and supports the diversity of our pupils and wider society and leads to a cognitive diversity that promotes excellence in all areas.

PERSON SPECIFICATION

Key Requirements

E=Essential D=Desirable

Qualifications

- Qualified Teacher Status (QTS) (E)
- Degree and/or relevant teaching qualifications (E)
- G.C.S.E. grade C or above (or equivalent) in English and Maths (E)
- Evidence of recent professional development (D)
- Google educator training (D)

Experience

- Relevant professional experience teaching the National Curriculum for England (E)
- An experienced practitioner with the ability to achieve outstanding standards in subject knowledge and application, use and range of teaching methods including ICT resources, classroom management, differentiation and assessment for learning (E)
- Experience of planning, delivering, monitoring and evaluating lessons and learning as part of a school curriculum (E)
- Experience working with pupils with additional learning needs (E)

Skills, Knowledge and Abilities

- Commitment to safeguarding procedures (E)
- A comprehensive understanding of the English National curriculum(E)
- A solid understanding of the principles of child development and learning processes and in particular barriers to learning (E)
- Proficiency in the use of ICT and the software programs used in schools and an understanding of how ICT can be used effectively to motivate children to learn (E)
- Ability to create a fun, challenging and effective learning environment (E)

- Effective communication skills (E)
- Highly organised and calm under pressure (E)
- Sensitive, caring and responsive to the needs of young people (E)
- Experience of best research-led practice in teaching and learning (E)
- Strives for the highest standards at all times (E)

Personal Behaviours

- Resilient and positive; willing to go the extra mile in the bustling life of a school
- Ability to identify problems and bring creative solutions
- An outstanding communicator who is dynamic and innovative
- Flexible and adaptable, with energy, stamina and enthusiasm
- Be loyal and discreet
- Empathetic, with excellent listening skills
- Kind and inclusive
- Effective interpersonal skills with the ability to work as part of a team to motivate, challenge and inspire colleagues

Ethos and School Values

- An individual with a genuine dedication to the safeguarding and welfare of pupils in their care
- Committed to operating as an integral part of the school community
- Committed to Doha College's Values, our Vision and Mission
- Possess the desire to get involved in all significant aspects of Doha College school life
- Ability to remain positive, professional, enthusiastic and maintain a sense of humour when working under pressure