



Primary Section CLASS TEACHER

Responsible to: Primary Headteacher (or other line manager as directed)

Job Purpose:

To support the Primary Headteacher in maintaining the distinctive ethos and achieving the mission of Modern English School Cairo to Care, Challenge and Inspire. To take responsibility for teaching as per the timetable in line with school policy and the terms and conditions of employment, demonstrating loyalty to the school at all times.

Key Responsibilities:

1. Teaching and learning
2. School development
3. Safeguarding
4. Fulfil professional responsibilities

1. Teaching and Learning:

- Demonstrate a thorough and up to date knowledge of the English National Curriculum and pedagogy, keeping abreast of innovative practice and to take account of the wider curriculum developments which are relevant;
- Contribute to the review and development of the curriculum;
- Implement all MES Cairo policies, planning and agreed schemes of work;
- Seek to develop positive, productive relationships with all students regardless of ability;
- Plan, prepare and teach interesting, differentiated and challenging lessons of the highest quality including appropriate use of resources and technology, using the agreed school formats and saved ahead of the lesson in the shared primary drive;
- Maintain high expectations of students, give feedback on their work in accordance with school policy and give them regular written and/or verbal feedback on their progress and targets;
- Maintain accurate records of attendance and of assessment and attainment in accordance with school policy, making effective use of assessment to inform learning;
- Ensure that students are given the opportunity to use a variety of technologies in the classroom and at home, through Google Classroom and can access home learning through Google Suite;
- Liaise with the LDD department in support of students with special educational needs;
- Maintain discipline, through implementation of the school behaviour policy and school rules impartially and consistently, using the restorative approach;
- Encourage students to develop skills for lifelong learning using the 5Rs, Golden Rules and the Graduate Profile, promoting gender equity and cultural understanding;
- Ensure the learning environment reflects school policy, supporting and celebrating learning and ensure all areas and resources are maintained, replenished and stored appropriately;
- Prepare informative and accurate reports for parents by the deadlines given and provide meaningful commentary in communication with parents at Parent Meetings, events and at other points during the year;
- Participate in CPD, taking responsibility for your own professional development and using the MES Cairo Professional Development Portfolio to enhance teaching and learning;
- Keep up-to-date on current technology, using this to support student learning where appropriate;
- Contribute positively to the overall culture and morale of MES Cairo;
- Plan, provide and evaluate curriculum programmes and other interventions to support student's wellbeing through their social, emotional and behavioural needs.

2. School Development

- Participate in consultations and reviews of school policy and to implement decisions made;
- Participate in monitoring and evaluation as determined by the school monitoring policy, and develop a reflective and evaluative approach to classroom practice;
- Take an active role in School Development through current school procedures and initiatives.

3. Safeguarding

- Work within the requirements of the Safeguarding Policy and have a responsibility for promoting and safeguarding the welfare of students;
- Complete online Educare courses as directed;
- Report all causes for concern to the Safeguarding team through the appropriate channels;
- Ensure the safety and well-being of all students in the MES Cairo learning community;
- Follow the e-safety guidelines provided by the school and ensure students adhere to the Student Acceptable Use Policy for Technology;
- Take responsibility for their own health and wellbeing;
- Be fully conversant with emergency procedures.

4. Fulfil Professional Responsibilities

- Support and participate in school activities, trips and events in and out of school hours and lead After-School Activities;
- Attend and contribute to departmental, team and whole school meetings;
- Undertake supervision duties allocated to you conscientiously and punctually;
- Attend and supervise assemblies and prepare and deliver assemblies, concerts and productions as required;
- Promote the school's reputation inside and outside the school at all times;
- Share good practice through forums as required;
- Undertake additional duties as may be delegated to you by Senior Leadership;
- Work with other staff in a professional, cooperative manner at all times, maintaining regular communication;
- Uphold school expectations as set out in school policies and staff handbook, e.g. attendance, punctuality and dress code.