


## JOB DESCRIPTION

KEY INFORMATION ON THE ROLE		
Position Title	Specialist Subject Teacher	
Reports To (title)	AP (Primary)/AP (Secondary)/VP (Arabic)	
# Direct Reports	Not Applicable	

### SECTION I: JOB PURPOSE

The purpose of the role to deliver high standards of teaching to students and to build outstanding reputation of the school.

### SECTION II: KEY RESPONSIBILITIES

#### ***Safeguarding and promoting the welfare of students***

- Incorporates HASIS's vision, mission and core values into normal working practice and is a positive role model to others;
- Places the safety and welfare of pupils above all other considerations;
- Treats all stakeholders of the school community, including students, parents, colleagues and governors with consideration and respect;
- Alerts to and reports appropriately, any behaviour that may indicate that a student is at risk of harm;
- Promotes the school to parents and wide community;

#### ***Planning, teaching and learning***

- Designs, prepares and delivers engaging lessons appropriate for all students;
- Sets and delivers high standards of academic excellence in the class;
- Monitors student progress and keeps records on their development. Provides support and guidance to underachieving students;
- Prepares and monitors IEP's – Individual Education Plan for underachieving students;
- Acts as coach for gifted and talented students;
- Ensures that teaching meets all the needs of students, including effective management of behaviour;
- Maintains class discipline and encourages learning participation in the class;
- Controls and oversees the use and storage of books and other teaching resources provided for class usage;
- Encourages holistic growth of students by supporting their participation in extracurricular activities and academic excellence in competitive tests;
- Strives balance between academics and overall student development by participation in sports, art, drama and music;
- Maintains awareness of student health and wellbeing and recommends them to school clinic when required;

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	<ul style="list-style-type: none"> <li>• Uses wide range of teaching methods and aids to make learning engaging and positive;</li> <li>• Leads/Participates in at least one after school activity each week.</li> <li>• Completes the assigned duties and responsibilities to prepare for inspection and review by the Ministry of Education of the Sultanate of Oman.</li> </ul> <p><b><i>Classroom management</i></b></p> <ul style="list-style-type: none"> <li>• Handles any unsatisfactory behaviour effectively as per school policy and procedures;</li> <li>• Utilises modern technology in the classroom;</li> <li>• Maintains classrooms as a safe and educationally conducive environment;</li> <li>• Keeps students' books and reading materials in the correct storage areas;</li> <li>• Demonstrates creativity in designing classroom display.</li> </ul> <p><b><i>Management and deployment of resources</i></b></p> <ul style="list-style-type: none"> <li>• Demonstrates an ability to innovate, excite and inspire children and colleagues;</li> <li>• Liaises with departmental and other colleagues to develop programs of learning;</li> </ul> <p><b><i>Communication</i></b></p> <ul style="list-style-type: none"> <li>• Actively participates in school activities, such as assemblies, plays, concerts, workshops, sports days, trips and visits and fundraising ventures;</li> <li>• Supports the work of the Parent Teacher Association by attending events and providing factual feedback to parents;</li> <li>• Marks class attendance registers, and monitors and reports student absence</li> </ul> <p><b><i>Professional development and additional responsibility</i></b></p> <ul style="list-style-type: none"> <li>• Maintains up-to-date subject knowledge;</li> <li>• Participates in the HASIS Performance Management process and opportunities for Continued Professional Development, including attending INSET;</li> <li>• Undertakes cover duties for colleagues as assigned by the Principal/SLT;</li> <li>• Attends and contributes to staff meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole;</li> <li>• Promotes and participates in after school activities organised at school</li> </ul>
<b>SECTION III: KNOWLEDGE AND SKILLS</b>	
Minimum Educational Qualifications Required for the Role	<ul style="list-style-type: none"> <li>• University graduate relevant to a relevant subject (English, Sciences, Mathematics, Humanities, ICT, Arabic, French) with Post Graduate Certification in Education (PGCE) or Professional Graduate Diploma in Education (PGDE);</li> <li>• Or Bachelors in Secondary Education</li> </ul>
Minimum Years of Experience Required	<ul style="list-style-type: none"> <li>• Relevant teaching experience – International British curriculum;</li> <li>• Minimum 4 years subject teaching experience post qualification;</li> <li>• Teaching credentials - QTS (Qualified Teacher Status);</li> <li>• Candidate should be able to teach up to the maximum age in their applicable Key Stage.</li> </ul>

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Language Skills	<ul style="list-style-type: none"> <li>• Excellent verbal and written communication in English language;</li> <li>• Knowledge of Arabic is an advantage</li> </ul>
Skills and Abilities	<ul style="list-style-type: none"> <li>• To have passion for teaching and your subject;</li> <li>• To have proven class management skills;</li> <li>• To be a fully qualified teacher;</li> <li>• To be an active listener who can understand pupils needs;</li> <li>• To have good sense of humour and ability to stay positive;</li> <li>• To be culturally sensitive and respectful of local traditions.</li> </ul>
<b>SECTION IV: KEY INTERACTIONS</b>	
Key Internal Contacts:	Purpose and Frequency of Interaction:
Principal	On need basis
SLT, Inclusion team	Daily
Teaching assistants & other support staff	Daily
Key External Contacts:	Teacher's networking forums
External Authorities	On need basis
Vendors/Suppliers	On need basis

<b>SECTION V: WORKING ENVIRONMENT</b>	
Working Conditions	Multicultural work environment.

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