



Job Description

Job Title: Teacher

Job Details:

- **Location:** Misk Schools in Riyadh, Kingdom of Saudi Arabia.
- **Reports to:** Assistant Principal/Head of Subject.
- **Division:** Academic.
- **Department:** Boys/Girls/Junior Schools.

Primary objective:

Teachers make the education of their students their first concern and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject expertise, keep their knowledge and skills up to date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their students. They make the safeguarding and well-being of all students their number one priority and follow the school's statutory policies.

Areas of responsibility:

- Deliver high quality teaching and learning in line with the Misk curriculum and local requirements.
- Establish a safe and stimulating environment for students.
- Plan, feedback, and teach in line with school and departmental procedures.
- Plan, prepare and deliver schemes of work in accordance with school policies.
- Maintain a working knowledge of relevant curricula and other documents.
- Maintain records of students' progress including all statutory documents required by the school and local authorities.
- Produce reports and grades for students as per the school calendar.
- Conduct termly interviews with parents to discuss and explain their child's performance and progress in school.
- Be responsible for the good order and safety of students during registration (if assigned).
- Record student attendance during each lesson.
- Have an oversight of the general welfare of students whilst at school; follow up on any individual needs by reporting to the information management system.
- Monitor and record rewards and sanctions.
- Provide and maintain an attractive and stimulating environment in which to foster effective teaching and learning.

- Employ a variety of motivating and stimulating approaches to student learning.
- Monitor progress and the effectiveness of class work and to evaluate and modify planning and teaching as necessary.
- Differentiate accordingly according to the students' needs.
- Provide pastoral support for students in line with school policies and procedures.
- Be aware of the physical and emotional well-being of pupils and the need to respond to particular situations.
- Carry out duties of care as a homeroom or form tutor and also during non class times.
- Understand and implement all welfare and safeguarding policies.
- Liaise with other staff as required e.g. School nurse, educational counsellors.
- Promote and safeguard the welfare of all pupils at school.
- Follow the regulations and correct procedures relating to attendance registers.
- Be aware of and effectively implement emergency and evacuation procedures as required.
- Be fully aware of the school's health and safety policies.
- Conduct standardised or other tests when required and document students' performance.
- Attend and participate in weekly staff meetings and also on other occasions when required e.g. team planning meetings.
- Attend and participate in all training days.
- Supervise students during morning parade and dismissal when required.
- Supervise playtimes and lunchtimes when required.
- Supervise pupils in assemblies when required.
- Liaise with colleagues enabling satisfactory transfers of children within school between schools and hand over to new staff.
- Promote the subject(s) within the school and provide co curricular opportunities.
- Provide additional activities and opportunities for pupils outside the classroom.
- Undertake any other reasonable requests by the principal or other line manager.
- Identify the needs of individuals and groups within the class and liaise with the learning support team as required.
- Use digital technology tools approved by the school.
- Liaise with cultural committee, where needed, to ensure culturally acceptable lesson materials.
- Provide co-curricular activities as required.
- Line management responsibilities are to be determined by the school principal.
- Ensure that all students meet the school's progress and attainment targets.
- Teach no more than 20 lessons per week as directed by the school principal.
- Support with cover and duty as needed by the principal, including assemblies and co curricular / enrichment activities.
- Undertake additional duties as and when required by the line manager.

Safeguarding:

- The post holder will be required to safeguard and promote the welfare of children and young people and follow the school's safeguarding policies and the staff code of conduct. They will directly support the designated safeguarding lead as a priority to ensure the safety and wellbeing of all students at the school.

Qualifications:

- Bachelor's degree (essential), 2.1 and 1st or equivalent are (desirable).
- Qualified teacher Status or equivalent (essential).
- Professional development to prepare for leadership: NPQML / CPML or equivalent (desirable).

Experience:

- +1 year relevant experience, post qualification.
- Evidence of consistently outstanding teaching (desirable).
- Evidence of contributing to, or driving, successful academic results (desirable).

Skills, Knowledge and Abilities:

- Understanding of high-quality teaching.
- Ability to build effective working relationships.
- Recent evidence of relevant cod.
- Understanding of the use of assessment to inform planning and improve student performance.
- Ability to adapt and demonstrate flexibility.
- Ability to set high expectations to inspire, motivate and challenge the students.
- Ability to organise, plan and prioritise effectively, managing responsibilities as a classroom teacher.
- Data analysis skills, and the ability to link attainment data to strengths and weaknesses in curriculum, pedagogy and teaching.
- IT proficiency including all Microsoft and google office tools Microsoft office and google suite.
- Able to work under pressure and prioritise effectively.
- Experience in engaging with parent body.
- Experience in working with students who have a variety of learning, social and psychological needs.