

# New English school Kuwait

## **Subject Teacher A Job Description**

### **ESSENTIAL FUNCTIONS**

The Subject teacher should seek to understand, maintain and further the aims and values of the school. This is to be specifically achieved through the effective transmission of the knowledge and skills particular to the subject(s) being taught, in a manner which is appropriate to the age, ability, needs and requirements of the students at the relevant level of education. Teachers are expected to manage and promote the learning of students in their classes.

### **SPECIFIC DUTIES**

- Plan and prepare individual lessons and courses according to departmental and external examination board criteria.
- Arrive for lessons promptly and punctually. Receive and dismiss students in an orderly and disciplined manner.
- Maintain order and discipline in the classroom and its environs so that effective teaching and learning may be carried out. Record details of incidents/sanctions in Rewards and Conduct on iSAMS.
- Set work, and collect and assess it regularly and accurately, in accordance with any school or departmental scheme or policy. Use the iSAMS universal mark book.
- Maintain an accurate and up-to-date record of the attainment and progress of all students taught and to use this information in conjunction with baseline assessments and records to promote learning. Liaise with parents and colleagues regarding students' learning. Record interventions regarding learning in pupil profile, notes and comments.
- Accept responsibility for the application of the system of rewards and sanctions within the classroom and about the school. Record these in a timely manner on iSAMS.
- Promote school life through active involvement in the extra-curricular life of the school and community.
- Attend departmental meetings and contribute where possible to the development of schemes of work, resources, etc.

- Encourage an enthusiasm for the subject(s) being taught through personal involvement and engagement and by creating a positive, learning environment that encourages high standards of achievement.
- Ensure teaching groups and registers stored in iSAMS are correct at all times.
- Carry out other duties as are outlined in the appropriate conditions of employment.