



SHERBORNE QATAR

CLASS TEACHER

Title: Class Teacher

Responsible to: Head of Year and SLT

Essential Qualifications: Educated to degree level, DfE recognised teaching qualification in the subject the teacher will teach (seniors) or applicable to the section in which the teacher will teach (primary).

Please note: Due to government requirements, we can only consider applicants who are below 50 years old for this position.

Tasks and Duties

- Work within all school policies and guidelines.
- Accept the authority of line managers and those with delegated responsibility for specific areas or activities.
- Plan, prepare and deliver effective lessons in line with department and school curricular aims.
- Be committed to helping deliver a rich STEM curriculum (Girls' School).
- provide suitable academic challenges that will allow each pupil to reach his or her potential.
- Prepare pupils for public examinations at I/GCSE, AS & A Level in KS4 & KS5 (Seniors).
- Self-evaluate and review teaching methods, materials and schemes of work and make changes as appropriate.
- Commit to in-service training (INSET), mutual lesson observation and continuing professional development (CPD).
- Maintain a well-managed classroom with a good work ethos.
- Assess pupils' work effectively in a timely fashion and provide appropriate comments.
- Maintain an up-to-date curriculum knowledge.
- Maintain records and write reports on pupils' progress and development.
- Discuss progress with pupils, parents and colleagues.
- Provide cover for absent colleagues.
- Assist in the invigilation of examinations.

- Attend departmental meetings, staff meetings, parents' meetings and whole school events.
- Be committed to contributing to the school's extra-curricular enrichment programme assist with curricular and co-curricular activities beyond lesson time.
- Undertake pastoral duties as required, for example as a Tutor.
- Provide opportunities to foster the spiritual, moral, social and cultural development of all pupils.

This list is not exhaustive. All teachers are expected to fulfil any reasonable request made by the Headteacher.

Professional Specifications

We are looking to appoint teachers who in interview and by virtue of their qualifications and experience best demonstrates that they have:

- Suitable qualifications for the responsibilities of the post.
- The ability to fulfil the responsibilities of the post with energy, enthusiasm and excellence.
- Strong interpersonal and communication skills.
- Good listening skills and respect for all pupils.
- The ability to explain clearly and have good presentation skills.
- The ability to form relationships and to motivate pupils.
- The ability to generate enthusiasm for the work of the department.
- The ability to achieve high standards in teaching effectively throughout the age and ability range.
- Subject knowledge and application.
- Strong classroom management.
- Experience of assessment, recording and reporting pupils' progress.
- A willingness to be involved in the co-curricular life of the school.
- A commitment to personal and professional development.
- A sense of humour; and can adapt to living in a demanding environment.

Headteacher's Statement of Expectations

All schools not only offer many more opportunities and activities than used to be the case but the expectations of parents, pupils and external agencies are higher and more demanding too.

In light of the greater involvement of and interest taken by parents in virtually all aspects of school life, it would be unwise not to try to live up to the raised expectations of our clientele. For the pupils to be well served in a school such as Sherborne Qatar Schools, all members of the teaching staff need to contribute on a broad front to the life of the school and in line with the Teacher's Standards.

It is expected, therefore, that all colleagues will be involved in the major aspects of the school's life, which are teaching (including preparation and regular appropriate marking of all written work).

- Pastoral care (including acting as a Class Tutor).

- Being an active member of the House (the School has Interhouse events throughout the academic year).
- Physical, social and cultural activities.
- Supporting school events outside of normal working hours.

In addition, there are general responsibilities that all share, such as:

- In-service training and continuing professional development both in one's own subject and in other relevant areas of interest.
- Participating in local excursions and overseas trips.
- Keeping up to date with legal requirements (e.g. Health and Safety, Risk Assessments).
- Regular attendance at whole-school events (e.g. assemblies, plays, concerts, competitions).
- Monitoring pupils' behaviour, use of English throughout the school and dress as a matter of routine.
- Communicating with colleagues to ensure the smooth running of the school.
- Various duties (e.g. playground supervision, dining hall supervision, invigilation).

All colleagues are expected to contribute to the co-curricular life of the School and to take an active role in the Enrichment Programme throughout the year, for example:

- By offering additional academic clubs.
- By being involved with sports teams and events.
- By organising and encouraging clubs or artist endeavour.
- By participating in the Duke of Edinburgh International Award.
- By its very nature in a developing school, this list is not exhaustive.

Clearly, not all areas of involvement are the same in terms of time or intensity. Thus, a heavy commitment in one aspect of school life might be balanced by a low involvement in another aspect of school life. Such situations will need the Headteacher's agreement.

High expectations and a multiplicity of opportunities are what will distinguish Sherborne Qatar Schools as 'outstanding' schools rather than just 'very good' ones. Moreover, our shared goals will encourage real collegiality and our common sense of purpose.

Dress Code

All members of staff serve as role models for Sherborne Qatar pupils and the wider community. All colleagues should therefore dress professionally and appropriately, showing respect for local traditions and expectations. Members of staff are expected to follow the dress code as set out in the Staff Handbook whenever pupils are in school. The Headteachers may relax the dress code for specific occasions. Clothing must conform to the local customs and cause no offence to any parent or local visitor.

Safeguarding and Child Protection

Sherborne Qatar is committed to safeguarding and promoting the welfare of children and this post is exempt from the Rehabilitation of Offenders Act (1974). Applications are subject to appropriate police checks as required. Successful applicants outside of

UK will be required to provide an approved statement from the similar authority in the country in which he or she is currently based, and all other countries that they have resided in outside of the UK. In accordance with the statutory guidance Keeping Children Safe in Education (KCSIE), an online search will be conducted as part of due diligence on shortlisted candidates.

Data Protection

During employment at Sherborne Qatar, staff may have access to confidential information relating to pupils and their families. Staff may also be privy to sensitive information related to the general business of the school and information regarding specific individuals employed by the school. Staff are required to exercise due consideration in the way such information is used, and should not act in any way which might be prejudicial to the School's interest. A strict code of confidentiality must be adhered to at all times. Members of staff must not at any time use the personal data about others held by the school or disclose such data to a third person.