**Job Description - Teacher**

**Key Relationships:** Students, colleagues, parents and the school Principal, Heads of School and Senior Leadership team.

**Positioning of Role**: This role reports to the Head of the School.

**Primary Purpose of Job**: The Taaleem teacher embodies, radiates and transmits the unique Taaleem ethos of excellence, innovation, creativity and compassion. Through inspirational teaching, with a deep understanding of students’ individual learning needs, the Taaleem teacher strives to ensure that our IB curriculum programmes lay firm foundations for academic and professional success, personal and spiritual fulfilment and a love of lifelong learning in each and every one of our students. Taaleem Teachers inspire young minds.

**Key Responsibilities**:

* Committed to ensuring the highest standards of teaching and learning
* Encourage and enable all students to become effective, confident and independent life-long learners who embody the IB Learner Profile
* Inspire mixed culture and ability classes, by creating culturally responsive, challenging and engaging learning opportunities for all students
* Maintain constant awareness of the needs of any children to whom English is another language
* Assess and monitor student progress and provide targets so that all learners can see success and improve
* Establish strong relationships with students and maintain fair, consistent and positive behaviour management practices as per the behaviour policy
* Take active measures to protect students from all forms of abuse
* Communicate accurately, regularly and professionally with parents on a regular basis about the attainment and progress of their child
* Maintain high levels of professionalism and confidentiality
* Collaborate with other teachers to share new ideas, approaches and professional knowledge
* Contribute actively to meetings and professional development opportunities
* Maintain excellent professional relationships with colleagues and make a wider professional contribution to the continuing improvement of the school
* Contribute to the extra-curricular activities programme
* Actively support the school partnership with the community e.g. attending school / community events which may occasionally occur at weekends or in the evening i.e. school concerts etc.
* Other responsibilities as reasonably requested

Teaching

* Design, prepare and deliver high quality lessons to suit the individual needs of all students in line with the PYP, MYP or DP.
* Actively contribute to collaborative planning and reflection within the grade and across the grades
* Plan and deliver a range of learning opportunities and activities to enrich and enhance the taught curriculum
* Regularly reflect on teaching and learning programmes adjusting and changing these to meet the needs of the learners
* Build positive relationships with each, individual learner inspiring trust and confidence
* Engage and motivate students to achieve at levels that are beyond their expectations and previous limits
* Make full use of technology to enhance the quality of teaching and learning
* Take part in whole school development and share and promote best practice
* Use learning assistants effectively to enhance learning opportunities for all students in the class

Assessment, recording and reporting

* Guide each student to understand their next steps in learning and give regular feedback to students to support progress
* Make use of moderation, formative and summative assessment to inform teaching and learning programmes, and measure progress
* Assess, record and report on the development, progress and attainment of the students in the class
* Provide or contribute to oral and written assessments, reports and references relating to individual students or groups of students

Continuing Professional Development

* Review, reflect and make changes to ensure methods of teaching and programmes of work represent best practice
* Be pro-active and take accountability for own development
* Actively participate in ongoing training and professional development as a teacher

Curriculum Development

* Plan, collaborate and reflect with the team and other colleagues to prepare and develop PYP units of inquiry, MYP or DP unit plans, teaching resources, methods of teaching and assessment and pastoral arrangements
* Take responsibility for specific subjects or committees to enhance the curriculum delivery in these areas
* Embed UAE heritage and culture within the curriculum

**Taaleem Professional Teachers’ Standards**

Teachers make the education of their pupils 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 knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents and other stakeholders in the best interests of their pupils.

Part One: Teaching

**A teacher must:**

1. **Set high expectations which inspire, motivate and challenge pupils:**

Establish a safe and stimulating environment for pupils, rooted in mutual respect

Set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions

Demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils

1. **Promote good progress and outcomes with/for pupils:**

Be accountable for pupils’ attainment, progress and outcomes

Be aware of pupils’ capabilities and their prior knowledge, and plan teaching to build on these

Guide pupils to reflect on the progress they have made and their emerging needs

Demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching

Encourage pupils to take a responsible and conscientious attitude to their own work and study

1. **Demonstrate good subject and curriculum knowledge:**

Have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain pupils’ interest in the subject, and address misunderstandings

Demonstrate a critical understanding of developments in the subject and curriculum areas, and promote the value of scholarship

Demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of Standard English, whatever the teacher’s specialist subject

If teaching early reading, demonstrate a clear understanding of systematic synthetic phonics

If teaching early mathematics, demonstrate a clear understanding of appropriate teaching strategies

1. **Plan and teach well-structured lessons:**

Impart knowledge and develop understanding through effective use of lesson time

Promote a love of learning and pupil’s intellectual curiosity

Set homework when appropriate and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired

Reflect systematically on the effectiveness of lessons and approaches to teaching

Contribute to the design and provision of an engaging curriculum within the relevant subject area(s)

1. **Adapt teaching to respond to the strengths and needs of all pupils:**

Know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively

Have a secure understanding of how a range of factors can inhibit pupils’ ability to learn, and how best to overcome these

Demonstrate an awareness of the physical, social and intellectual development of pupils, and know how to adapt teaching to support pupils’ education at different stages of development

Have a clear understanding of the needs of all pupils, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them

1. **Make accurate and productive use of assessment:**

Know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements

Make use of formative and summative assessment to secure pupils’ progress

Use relevant data to monitor progress, set targets, and plan subsequent lessons

Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond positively to the feedback

1. **Manage behaviour effectively to ensure a good and safe learning environment:**

Have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school’s behaviour policy

Have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly

Manage classes effectively, using approaches which are appropriate to pupils’ needs in order to involve and motivate them

Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary

1. **Fulfil wider professional responsibilities:**

Make a positive contribution to the wider community and ethos of the school

Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support

Deploy support staff effectively

Take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues

Communicate effectively with parents and other stakeholders with regard to pupils’ achievements and well-being

Part Two: Personal and Professional Conduct

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher’s career.

**Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:**

Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper

boundaries appropriate to a teacher’s professional position

Having regard for the need to safeguard pupils’ well-being, in accordance with statutory/regulatory provisions

Showing tolerance of and respect for the rights of others

Not undermining fundamental values and culture of the UAE, ensuring that due diligence and respect is given to the associated precedence of the country

Ensuring that personal beliefs are not expressed in ways which exploit pupils’ vulnerability or might lead them to break the law

Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality

Teachers must have proper and professional regard and adhere to school policies with regard to dress code, footwear, make up and jewelry

Teachers must have an understanding of, and always act within, the policies set out by Taaleem which set out their professional duties and responsibilities