

<b>LOCATION</b>	Compass International School Doha	
<b>JOB TITLE</b>	<b>Secondary Arabic Teacher</b>	
<b>JOB PURPOSE</b>	<ul style="list-style-type: none"> <li>▪ Be accountable for raising student achievement in your classes.</li> <li>▪ Support high standards of teaching and learning in Arabic.</li> <li>▪ Take an active part in the development of the Arabic department and the school as a whole.</li> <li>▪ Engage in extra-curricular activities as required ensuring a high level of good quality participation by a wide range of students.</li> </ul>	
<b>REPORTING TO</b>	Arabic Coordinator	
<b>DIRECT REPORTS</b>		
<b>OTHER KEY RELATIONSHIPS</b>		
<b>KEY RESULT AREA</b>	<b>MEASURES OF PERFORMANCE</b>	
<b>Leadership and Management</b> <ul style="list-style-type: none"> <li>▪ To support the vision, positive ethos and policies of the whole school and raise standards of the teaching, learning and attainment of students across the school.</li> <li>▪ Lead learning by providing a professional, positive, pro-active and creative approach in Arabic.</li> <li>▪ Support day to day requirements such as examination entry, planning lessons and teaching to a high standard at all times.</li> <li>▪ Maintaining the high professional standards expected of a teacher in our school.</li> <li>▪ Keeping up to date with marking and maintaining up to date records of student progress and providing additional support when required.</li> <li>▪ Support the work of the Arabic Department.</li> <li>▪ Manage and organise class resources required to teach Arabic.</li> <li>▪ To keep abreast of educational developments in line with the needs of the school.</li> </ul>		
<b>Teaching and Learning</b> <ul style="list-style-type: none"> <li>▪ To be an exemplary teacher, clearly demonstrating effective planning, teaching and organisation, and high standards of achievement and behaviour in Arabic lessons.</li> <li>▪ To be responsible for the development and on-going review of the school's Arabic curriculum and related schemes of work.</li> <li>▪ To follow the school's assessment, recording and reporting procedures.</li> <li>▪ Be willing to share good practice within and beyond the Arabic department.</li> <li>▪ Promote cultural entitlement through the provision of a broad range of enrichment activities during and after the school day.</li> </ul>		
<b>Extra-Curricular Activities</b> <ul style="list-style-type: none"> <li>▪ Actively promote interest in Arabic outside the immediate physical and timetabled confines of the department.</li> </ul>		

<ul style="list-style-type: none"> <li>▪ Contribute to the broader life of the school by supporting and leading curricular and extra-curricular events.</li> </ul>	
<p><b>Marketing and external links, including public occasions:</b></p> <ul style="list-style-type: none"> <li>▪ Actively promote the Arabic department within the school community to encourage student interest in the subject area.</li> <li>▪ Contribute to positive promotion and marketing of the school in the wider community.</li> </ul>	
<p><b>Personal Development</b></p> <ul style="list-style-type: none"> <li>▪ Continual development through the identification and implementation of your own Personal Development Plan.</li> <li>▪ Understand the need to take responsibility for their own professional development and to keep up to date with research and developments in pedagogy as relevant to their own department and mainstream departments.</li> <li>▪ Understand their professional responsibilities in relation to school policies and procedures and practices.</li> <li>▪ Set a good example to the pupils they teach in their personal presentation and conduct.</li> <li>▪ Evaluate their own teaching critically and use this to improve their effectiveness.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Improved performance</li> <li>▪ Performance appraisal</li> <li>▪ Personal Development Plan</li> </ul>
<p><b>OTHER</b></p> <ul style="list-style-type: none"> <li>▪ Promotes and embodies <i>The CORE 7 Leadership Capabilities:</i> <ol style="list-style-type: none"> <li>1. <b>Accountable</b> – Establishes a high performing culture and accepts accountability for organisational performance.</li> <li>2. <b>Strategic</b> – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction.</li> <li>3. <b>Collaborative</b> – Works collaboratively with others to achieve organisational outcomes.</li> <li>4. <b>Entrepreneurial</b> – Creates organisational value for diverse stakeholders and achieves commercial success.</li> <li>5. <b>Enabling</b> – Drives excellence through valuing and developing others.</li> <li>6. <b>Agile</b> – Achieves personal and organisational success within a changing, dynamic and complex environment.</li> <li>7. <b>Resilient</b> – Demonstrates personal resilience within a demanding environment of high expectations.</li> </ol> </li> <li>▪ Each individual must ensure that they meet their statutory responsibilities and Company policies with regard to Health and Safety, Equal Opportunities and other relevant legislation.</li> <li>▪ A commitment to safeguarding and promoting the welfare of all pupils.</li> <li>▪ Willingness to undertake appropriate child protection training when required.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Valued member of the team and organisation</li> </ul>

## PERSON SPECIFICATIONS

Qualifications/Training	
▪ Bachelor's Degree	Essential
▪ Teaching Qualifications	Essential
Experience / Knowledge/Skills	
▪ Teaching within International Schools	Essential
▪ Proven track record with at least two years teaching experience	Essential
Personal Attributes	
▪ High levels of personal integrity	Essential
▪ Excellent organisational and time-management skills	Essential
▪ Attention to detail	Essential
▪ Ability to work under pressure and remain calm	Essential
▪ Willingness to take on multiple tasks	Essential
▪ Proactive and able to prompt others to ensure deadlines are achieved	Essential
▪ Self-motivated and enthusiastic	Essential
▪ Ability to work independently	Essential
▪ Continually strive for improvement	Essential
▪ Adaptability	Essential

### OTHER CONDITIONS

Compliance with visa requirements for working in Qatar.

At Nord Anglia Education we are committed to providing a world class, safe, happy environment in which children and young people are able to thrive and learn. We are committed to safeguarding and promoting the welfare of all our pupils irrespective of race, ability, religion, gender or culture.

All post holders in regulated activity (having regular unsupervised contact with children) are subject to appropriate national and international vetting procedures including satisfactory criminal record checks from both Country of residence/birth and any Country of residence within the last 10 years.

Dear Applicant,

Thank you for your interest in working at a Nord Anglia Education school.

By joining one of our schools, you will be welcomed into a global community of approximately 9,000 people working together in 47 schools located in 18 countries around the world. Together, we educate approximately 45,000 students globally from ages 2 to 18 across China, Southeast Asia, the Middle East, The Americas and Europe.

Each of our schools are unique in character and offer an education tailored to meet the needs of its community. However, all our schools are united by our 'Be Ambitious' philosophy – we are ambitious for our students, our people and our family of schools. This means that we

want every student to achieve more than may have ever thought possible which we ensure through personalised learning enhanced with unique global opportunities.

As a fast-growing family of schools, we also offer unique opportunities for you to grow professionally and develop your career. In addition to gaining exceptional experience in our schools, our teachers have access to a wide range of resources and support to enhance their success. We offer every teacher extensive training and resources through Nord Anglia University, our vibrant professional development community. Nord Anglia University connects you to colleagues around the world in our online international staffroom and also provides access to courses, seminars and the support of educational experts.

Through unique collaborations with The Juilliard School and the Massachusetts Institute of Technology (MIT), you will also get unrivalled access to world leading experts in the performing arts and STEAM subjects (science, technology, engineering, arts and maths). Also, our collaboration with King's College London, exclusive to Nord Anglia staff, gives you a chance to earn your Executive Master's in International Education.

You can find out more information about what makes our schools a great place to teach at [\*\*www.nordangliaeducation.com/careers\*\*](http://www.nordangliaeducation.com/careers)

Good luck with your application.