



Gulf British Academy

# Arabic Language Teacher

## Job Description (v. 2021/22)

<b>Position:</b>	Arabic Language Teacher
<b>Hours:</b>	6:45am to 2:45pm
<b>Salary:</b>	Competitive
<b>Reporting to:</b>	Head of Arabic / Islamic Department

You are employed at Gulf British Academy in the capacity stated above and your conditions of service are controlled by the latest version of this job description and your employment contract.

## Duties and responsibilities

### Teaching

- Plan work in accordance with the programmes of study based on Kuwait's Ministry of Education Curriculum.
- Ensure consistency and coherence of delivery across classes in the same year group.
- Take full account in planning and teaching of pupils' individual learning needs, abilities and learning styles.
- Use ICT and technology to enhance the quality of teaching and learning.
- Ensure that pupils are engaged, motivated and enthused about your teaching.
- Demonstrate effective pedagogic and interpersonal skills in the classroom.
- Instil pupil confidence and independence, encouraging them to become life-long learners.
- Work and plan in collaboration with support staff (technicians, learning support, teaching assistants etc.) to enhance the quality of your teaching.

- Be familiar with and take account of pupils' prior levels of attainment and use them to set targets for future improvement.
- Set work for pupils when absent from school for health or other valid reasons.
- Maintain good discipline by adherence to the behaviour policy and other procedures.
- Set high expectations for pupil behaviour by establishing a purposeful working atmosphere.
- Set appropriate and demanding expectations for pupils' learning, motivation and presentation of work.
- Maintain an attractive and stimulating classroom environment and contribute to displays in the school as a whole, in liaison with any designated support staff.
- Support pupils with learning needs and offer enrichment and enhancement to the most able and those on the Gifted and Talented register or equivalent.
- Undertake responsibility for delivery of elements of the Spiritual, Moral, Social and Cultural (SMSC) programme where appropriate.

## Assessment, recording and reporting

- Maintain notes and plans of lessons undertaken and records of pupils' work.
- Adhere to understood external criteria and standards (such as GL assessments) to contextualise pupil progress.
- Mark, monitor and return work within a reasonable and agreed time span, providing constructive oral and written feedback and clear targets for future learning as appropriate.
- Carry out assessment programmes (e.g. for the Monitoring Reports) as agreed by the school or department.
- Complete pupil records of progress in line with policy.
- Complete pupil profiles and maintain regularly.
- Liaise with appropriate personnel to plan interventions as necessary to support identified individual pupil progress.
- Communicating with the parents of pupils via email and at regular parents' evenings and at other times by appointment to keep them informed as to the progress of their child.
- Complete attendance registers.

## Pastoral work

- Undertake responsibility for the pupils within your class.
- Work with Year Leaders, Heads of Department / Subjects, Learning Support, and Assistant Head Teachers to monitor and promote individual and social development of pupils.
- Monitor/support school policy with regard to issues such as uniform, punctuality, reading records, homework. Challenge and report lapses to the appropriate member of staff.

## External assessments

- Ensure your pupils' preparedness for assessments, in terms of their expectations, opportunities for practice, revision and study strategies etc.

## Performance management

- Take responsibility for your own professional development by assisting with and supporting the process of observations and annual reviews carried out by the Senior Leadership Team (SLT) / Head of Arabic Department
- Participate in peer observations as deemed appropriate by SLT / Head of Arabic Department
- Keep your teaching methods and programmes under review, update them where necessary and seek opportunities for Continuing Professional Development (CPD) as required.
- Reflect on your own practice as well as the practices of the school with the aim of improving all that we do.

## Professional standards

- Follow at all times the highest standards of professional behaviour.
- Follow the school's aims to promote a 'learning community' and a 'culture of excellence'.
- Treat all colleagues, pupils, and parents with respect and without prejudice.
- Set a good example to pupils in terms of dress code, punctuality and attendance.
- Promote the aims of the school by attendance at and participation in events such as open evenings, options evenings and the like (as appropriate to responsibilities).
- Support the school's ethos by upholding codes of behaviour, uniform regulations, etc.
- Read and adhere to the various procedures and policies of the School and your Key Stage.

- Participate in the management of school by attending team/staff meetings and training.
- Ensure that all deadlines are met as published in the school calendar/memoranda.
- Participate in induction programmes and support new staff and/or staff undertaking new responsibilities.
- Undertake duties as prescribed within school procedures (e.g. supervision duties, assemblies, etc) as well as those that may be reasonably assigned to you.
- Be proactive and take responsibility for matters relating to health and safety in school and during out-of-school activities.
- Take part in the specific administrative arrangements as outlined by the Headteacher or which are established school practice.
- Follow the administrative instructions issued through staff briefings, meetings, published schedules, timetables and notices, emails etc.
- Make a full contribution to the life of the school, including extra-curricular activities.

This job description will be reviewed annually by the SLT and may, after consultation with the post holder, be changed according to the needs of the school.

It will form the basis of teacher review meetings and sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Printed name of post holder: .....

Signature of post holder: .....

Dated: .....

Approved by Headteacher: .....

Dated: .....

Approved by School Director: .....

Dated: .....