


JOB DESCRIPTION

KEY INFORMATION ON THE ROLE		
Position Title	Specialist Subject Teacher	
Reports To (title)	AP (Primary)/AP (Secondary)/VP (Arabic)	
# Direct Reports	Not Applicable	

SECTION I: JOB PURPOSE

The purpose of the role to deliver high standards of teaching to students and to build outstanding reputation of the school.

SECTION II: KEY RESPONSIBILITIES

Safeguarding and promoting the welfare of students

- Incorporates HASIS's vision, mission and core values into normal working practice and is a positive role model to others;
- Places the safety and welfare of pupils above all other considerations;
- Treats all stakeholders of the school community, including students, parents, colleagues and governors with consideration and respect;
- Alerts to and reports appropriately, any behaviour that may indicate that a student is at risk of harm;
- Promotes the school to parents and wide community;

Planning, teaching and learning

- Designs, prepares and delivers engaging lessons appropriate for all students;
- Sets and delivers high standards of academic excellence in the class;
- Monitors student progress and keeps records on their development. Provides support and guidance to underachieving students;
- Prepares and monitors IEP's – Individual Education Plan for underachieving students;
- Acts as coach for gifted and talented students;
- Ensures that teaching meets all the needs of students, including effective management of behaviour;
- Maintains class discipline and encourages learning participation in the class;
- Controls and oversees the use and storage of books and other teaching resources provided for class usage;
- Encourages holistic growth of students by supporting their participation in extracurricular activities and academic excellence in competitive tests;
- Strives balance between academics and overall student development by participation in sports, art, drama and music;
- Maintains awareness of student health and wellbeing and recommends them to school clinic when required;
- Uses wide range of teaching methods and aids to make learning engaging and positive;

	<ul style="list-style-type: none"> Leads/Participates in at least one after school activity each week. Completes the assigned duties and responsibilities to prepare for inspection and review by the Ministry of Education of the Sultanate of Oman. <p>Classroom management</p> <ul style="list-style-type: none"> Handles any unsatisfactory behaviour effectively as per school policy and procedures; Utilises modern technology in the classroom; Maintains classrooms as a safe and educationally conducive environment; Keeps students' books and reading materials in the correct storage areas; Demonstrates creativity in designing classroom display. <p>Management and deployment of resources</p> <ul style="list-style-type: none"> Demonstrates an ability to innovate, excite and inspire children and colleagues; Liaises with departmental and other colleagues to develop programs of learning; <p>Communication</p> <ul style="list-style-type: none"> Actively participates in school activities, such as assemblies, plays, concerts, workshops, sports days, trips and visits and fundraising ventures; Supports the work of the Parent Teacher Association by attending events and providing factual feedback to parents; Marks class attendance registers, and monitors and reports student absence <p>Professional development and additional responsibility</p> <ul style="list-style-type: none"> Maintains up-to-date subject knowledge; Participates in the HASIS Performance Management process and opportunities for Continued Professional Development, including attending INSET; Undertakes cover duties for colleagues as assigned by the Principal/SLT; Attends and contributes to staff meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole; Promotes and participates in after school activities organised at school. The nature of the responsibility of the position may alter at the discretion of HASIS Management in order to undertake duties in another capacity in line with reasonable and lawful requirements.
SECTION III: KNOWLEDGE AND SKILLS	
Minimum Educational Qualifications Required for the Role	<ul style="list-style-type: none"> University graduate relevant to a relevant subject (English, Sciences, Mathematics, Humanities, ICT, Arabic, French) with Post Graduate Certification in Education (PGCE) or Professional Graduate Diploma in Education (PGDE); Or Bachelors in Secondary Education
Minimum Years of Experience Required	<ul style="list-style-type: none"> Relevant teaching experience – International British curriculum; Minimum five years subject teaching experience post qualification; Teaching credentials - QTS (Qualified Teacher Status); Candidate should be able to teach up to the maximum age in their applicable Key Stage.
Language Skills	<ul style="list-style-type: none"> Excellent verbal and written communication in English language; Knowledge of Arabic is an advantage

Skills and Abilities	<ul style="list-style-type: none"> • To have passion for teaching and your subject; • To have proven class management skills; • To be a fully qualified teacher; • To be an active listener who can understand pupils needs; • To have good sense of humour and ability to stay positive; • To be culturally sensitive and respectful of local traditions.
----------------------	--

SECTION IV: KEY INTERACTIONS

Key Internal Contacts:	Purpose and Frequency of Interaction:
Principal	On need basis
SLT, Inclusion team	Daily
Teaching assistants & other support staff	Daily
Key External Contacts:	Teacher's networking forums
External Authorities	On need basis
Vendors/Suppliers	On need basis

SECTION V: WORKING ENVIRONMENT

Working Conditions	Multicultural working environment
--------------------	-----------------------------------