



Dubai English Speaking School

Job Description and Person Specification

Job Title:	Arabic B Teacher
Reports to:	Head of Arabic
Direct Reports:	None
Collaborates with:	All Departments

OBJECTIVE OF THE ROLE

To teach FS1-Y6 and work constructively as a member of staff within the whole school team. To plan, teach, monitor, assess and evaluate the education for the children being taught, as well as to share in the responsibility for the well-being and safety of all children, whilst maintaining a positive ethos and core values of DESSC, both inside and outside of the classroom.

MAIN RESPONSIBILITIES

Tasks and Responsibilities:

- Recognise that the safeguarding of children and the health and safety of all members of the school community is the responsibility of every employee
- Implement agreed school policies and guidelines
- Fully support initiatives as outlined in the School Development Plan
- Set tasks which challenge children and ensure high levels of interest and excitement
- Provide clear structures for lessons maintaining pace, motivation and challenge
- Mark and monitor work and set targets for progress
- Provide a stimulating classroom environment, where resources can be accessed appropriately by all children
- Have high expectations of progress and attainment for all children
- Plan appropriately to meet the needs of all children
- Be able to set clear targets, based on prior attainment, for pupils' learning
- Keep appropriate and efficient records, integrating formative and summative assessment into planning
- Work with school leaders to track the progress of individual children and intervene where children are not making progress
- Lead, organise and direct support staff within the classroom
- Report to parents on the development, progress and attainment of children

- Promote the school's code of conduct amongst children, in accordance with the school's behaviour policy
- Provide pastoral care and support to children, including providing them with a secure environment in which to learn
- Liaise with the teaching and non-teaching staff of the school; governors, parents, children, advisers and other professionals as appropriate
- Participate actively in meetings which relate to the school's management, curriculum, administration or organisation
- Take an active role in developing their skills and knowledge through CPD
- Actively participate in the performance management system for the appraisal of their own performance
- Take a role in the wider community of the school

- **Knowledge and Understanding:**

- A thorough and up to date knowledge of teaching, learning and behaviour management strategies and how to implement them effectively
- Excellent knowledge of and use of formative assessment methods
- Understand child led learning and how to take learning outside of the classroom
- Know how to use assessment data, including CAT4, to raise the achievement of all children
- Be a confident and competent user of learning technologies
- Be fully up to date with changes to the Curriculum and associated expectations
- Know the legal requirements / guidance on the safeguarding of children in the UAE
- Knowledge of effective strategies to meet the needs of all children including those with SEND

- **Skills and attributes:**

- Hold a degree in either Arabic or Education
- Be qualified (have KHDA approval) to teach Arabic to non-native speakers (Arabic B)
- Be an experienced Primary Arabic Language teacher with proven success
- Be proficient in English
- Strong organisational skills and the ability to use own initiative
- Committed to inclusive education and willingness to respond to the needs of individual children
- Ability to work effectively with parents
- Ability to work as part of a team
- Excellent interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships
- Excellent communication skills both orally and in writing
- Willingness to share expertise, knowledge and skills
- Have high standards of punctuality
- Maintain a personal commitment to professional development
- Possess a growth mindset and a solution focused approach to problems or challenges
- Hold a degree in either Arabic or Education
- Be qualified (have KHDA approval) to teach Arabic to non-native speakers (Arabic B)
- Be an experienced Primary Arabic Language teacher with proven success
- Be proficient in English

This list is not exhaustive and is designed to provide a framework for areas of development the successful candidate will have responsibility for within the School