



## Classroom Teacher/Subject Teacher

**Job Title: Classroom Teacher/Subject Teacher**

**Reports to: Head teacher/Deputy Head/ Heads of Faculties**

**Last Revision Date: August 2013, March 2018**

### ORGANISATIONAL RELATIONSHIP

1. Responsible to the Head teacher
2. Responsible for departmental staff

### Vision, mission and values:

- To be committed to school vision, mission and values
- To promote school values
- To promote internationalism and intercultural learning within their classes and as part of their role
- Teaching and developing on the transdisciplinary skills as per the school's policy
- Fully understand the teaching and learning policy
- To act as safeguarding

### Safeguarding:

All adults working in, or on behalf of GES have a responsibility to safeguard and promote the welfare of children. This includes:

- Responsibility to provide a safe environment in which children can learn.
- To identify children who may be in need of extra help or who are suffering, or are likely to suffer significant harm. All staff then have a responsibility to take appropriate action as per school policy.

### POSITION SUMMARY

To create an educational programme, considering the EAL needs of students, and a classroom environment that is multicultural, gender, and ability fair, that is favourable to learning and personal growth, and that is based on the commitment that all students can master the basic and essential skills in each year. In addition, the teacher will establish an educational programme and environment to foster students' self-esteem, motivation and sense of civic responsibility. The teacher will establish an effective rapport with students, and good relationships with parents and other staff members.

### GES Vision

Our school seeks to provide a learning environment which is caring, motivating and supportive allowing all cultures within the GES community to achieve their personal best and to become responsible global citizens

### رؤية المدرسة

تسعى مدرستنا لتوفير بيئة تعليمية تتسم بالرعاية والتشجيع والدعم، لتمنح جميع الثقافات الموجودة في المجتمع المدرسي الفرصة لتحقيق طموحاتهم الشخصية. ليصبحوا مواطنين ذوي مسؤولية عالمية



## ESSENTIAL FUNCTIONS

- Follows professional practices consistent with school and system policies in working with students, student records, parents, and colleagues.
- Interacts in a professional manner with students and parents.
- Is available to students and parents for conferences according to system policies.
- Facilitates home-school communication by such means as holding conferences, telephoning, and sending written communication through the teacher's portal on MIS.
- Maintains the confidentiality of students and students' records.
- Works co-operatively with school administrators, special support personnel, colleagues, and parents.

## PERFORMANCE RESPONSIBILITY:

### 1.0 Instructional Process

- Plans and implements a programme of instruction that adheres the GES mission, philosophy, and objectives and to the stated curricular standards and benchmarks.
- Plans and implements a programme of instruction designed to meet the individual needs of a diverse student population.
- Creates a classroom environment conducive to learning.
- Utilises differentiated teaching strategies.
- Maximises student time on tasks.
- Encourages student enthusiasm for the learning process and the development of good study habits.
- Incorporates currently appropriate educational (learning) technology effectively.
- Plans, implements and monitors purposeful assignments for teaching assistants and volunteers.
- Prepares cover folder containing appropriate information as required by the Head of Department/Year Group Leader.
- Demonstrates a requisite understanding of the subject matter.
- Uses effective oral and written expression and communicates clearly.
- Creates cross curricular links.

### 2.0 Student Evaluation

- Constructs and/or implements differentiated diagnostics and progress assessment measures for the purpose of student placement, guiding student learning, and evaluating student learning.
- Evaluates accomplishments of students regularly using multiple, differentiated assessment methods.
- Provides accurate, adequate and timely assessment results (including grades) and feedback to students and parents on portal and through other means of communication.
- Provides progress and interim reports as required.
- Respects the confidentiality of records and information regarding students, parents, and teachers
- Works closely with the student support team to highlight LS, G & T and EAL needs.

### 3.0 Classroom Management

- Develops, in accordance with the appropriate behaviour policy, reasonable rules and procedures for classroom behaviour.
- Takes necessary and reasonable precautions to protect students, equipment, materials and facilities.
- Maintains appropriate classroom environment, i.e. neatness, ventilation, temperature, lighting.

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- Provides for the supervision of students when a brief classroom or duty absence necessitates.
- Fulfils supervisory duties and actively supervises students in all areas of the school.
- Use of adult support staff.

#### 4.0 Professional Growth

- Solicits feedback and takes constructive action to improve his/her teaching performance.
- Continues professional growth through workshops, seminars, conferences, and/or advanced courses.
- Keeps up to date with subject knowledge and learning theory.
- Assists in the ongoing curriculum revision process, including updating documents.
- Contributes to the professional development and support of colleagues.
- Co-operates in the planning of in-service programmes.
- Attends staff, department, and committee meetings as required.
- Attends the EAL course offered by GES during the 1st or 2nd term of employment.

#### 5.0 Public Relations

- Keeps photographic evidence of classroom and lessons (where appropriate) for PR purposes.
- Upholds and enforces board policy, administrative procedures, school rules and regulations, and is supportive of them to GES associates and the public.
- Actively communicates, in both word and action, the positive aspects of our GES school programme.
- Establishes and maintains co-operative relationships with other staff members.

#### 6.0 Administration

- Plans and participates in appropriate grade and/or subject level trips and activities.
- Contributes to co-curricular and extra-curricular activities.
- Volunteers to serve on school committees.
- Performs clerical duties pertaining to textbooks, instructional supplies, equipment, student reports and records, attendance reports, etc.
- Maintains appropriate work habits, including punctuality, attendance, the appropriate use of conference and planning time, etc.
- Maintains a professional appearance, decorum, and behaviour.
- To work on one or more of CIS accreditation committees (one committee has to be subject-related).

#### QUALIFICATIONS:

Valid teacher certification in the assigned teaching field. This job description is subject to periodic change, following consultation with the post holder, to meet the developing needs of the school, and staff may be required to perform other duties as assigned. Performance management assessment will be based on the responsibilities listed above, and judgments will be made against these as part of the school's performance management cycle.

Signed: ..... Date ..... (Post holder)

Signed: ..... Date ..... (Head teacher)

Last reviewed: August 2013 (March 2018)

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