



## Shadow Teacher Job Description

Department: Charter Schools

Line Manager: SEN/Inclusion Lead

### Position Requirements:

Education: A Levels/ High School Leaving certificate or equivalent

Experience:

- Relevant experience of working with children

Competencies:

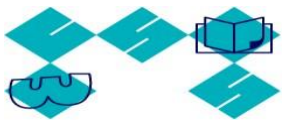
- Excellent communication skills
- Excellent command of either Arabic or English language, in spoken and written form
- A collaborative team-player with excellent personal skills
- Flexible, reliable and able to take initiative
- Excellent attendance record and punctuality

**Primary Purpose of Job:** The Shadow Teacher plays a pivotal role in supporting the school in maximising the learning of students in and out of the classroom and in ensuring student safety. The Shadow Teacher is responsible in meeting the needs of the SEN students to ensure they achieve their Individual Education Plan (IEP) targets. The Shadow Teacher works under the direction of the SEN leader and the Homeroom Teacher.

**Key Relationships:** Teachers, students, colleagues, SLT.

### Key Responsibilities:

- Promote the Charter School and Taaleem's mission of "inspiring young minds," our vision of being the most respectful provider of education in the UAE, and core values of pioneering, professional, nurturing and spirited in daily work and interactions
- Support the vision, ethos and policies of the School which secure effective inclusive teaching, successful learning and promote high levels of achievement and self-esteem for all students irrespective of background, ethnicity, gender or disability;
- Work in partnership with teachers to raise the standard of student achievement and ensure that good attainment is maintained by providing quality support and intervention to an individual student and occasionally to groups of students
- Adapt learning activities to meet the needs of the student
- Feedback to teachers on how the student performs in activities
- Support the implementation and administration of assessments
- Support the implementation of the classroom behaviour plan and promote a positive and professional learning culture
- Adopt the classroom environment based on SEN student's learning needs
- Prepare resources and set up activities, indoors and out for SEN students
- Provide a high level of supervision and monitor SEN students in and out of the classroom
- Maintain open and honest communication with all school constituents



- Attend meetings and training activities as requested

**OSH Roles and Responsibilities include:**

- Bring up OSH concerns to the attention of his direct Supervisor or OSH department.
- Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- Follow the OSH procedures applicable to their area of work.
- Give clear oral and written health and safety instructions and warnings to students as often as necessary.
- Ensure the use of personal protective equipment and guards where necessary.
- Make recommendations to their Heads of Department/School Principal on OSH equipment and on additions or necessary improvements to plant, tools, equipment, or machinery.
- Ensure that personal items of equipment (electrical or mechanical) are not brought into the school without prior authorization.
- Regularly check their classrooms for potential hazards and report any observed to the Facilities Manager.
- Report all accidents, defects and dangerous occurrences to their Head of Department in the first instance
- Be vigilant in work area, identify and report to their Supervisors about imminent dangers / hazards / concerns to environment, health and safety.

This job description will be reviewed annually and may be subject to amendment or modification. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the postholder's professional responsibilities and duties.

**Acceptance and Approvals:**

Confirmed by Employee:

Signed:

Date:

**Reviewed by Line Manager:**

Signed:

Date:



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