

LATIFA SCHOOL FOR GIRLS

DISCOVER ♦ LEARN ♦ CONTRIBUTE



PRIMARY ARABIC TEACHER

Line manager: Head of Department- Arabic and Islamic Studies

The Arabic Teacher is expected to:

- encourage high standards in all aspects of school life
- contribute to the effective and efficient management of the School
- promote a school culture that is happy, purposeful and productive
- support and motivate pupils', teachers and other school employees
- encourage consultation and discussion.

Arabic Teachers are responsible for the academic progress of the pupils' they teach. They are responsible for helping support colleagues within Primary. Furthermore, they should help promote a working atmosphere that encourages co-operation and values the contribution that individuals make to the work of Primary.

1. General Responsibilities

The Teacher will:

- promote the School's aims
- support the priorities established in the Primary Development Plan
- contribute to the formulation of the Primary Development Plan
- take an active interest in the life of the School
- attend parents' meetings, Phase meetings, working party meetings and staff meetings, as and when required
- ensure that school policies are carried out consistently

2. Responsibilities in the Classroom

The Teacher will:

- make sure that the classroom in which she teaches is organised to facilitate teaching; this includes the arrangement of furniture, display of pupils' work and the general and overall sense of order which encourages purposeful activity
- encourage a feeling of enthusiasm for the subjects being taught
- plan and prepare well-structured, clearly-presented lessons appropriate to the abilities of all pupils'
- be punctual to lessons, arriving before pupils' enter the room
- use a variety of teaching styles and vary classroom activities
- make sure that lesson content covers the syllabuses taught

- set tasks which challenge pupils' and make them think
- encourage high standards of work in all aspects of the subject
- liaise with the Head of Primary and the Head of Arabic and Islamic Studies where she has identified a student who might need learning support
- establish a good standard of discipline by encouraging a positive, proactive approach to study and by building productive relationships with students
- liaise with the Class Teacher about pupils' who are having problems in lessons
- refer cases of rudeness to the Head of Arabic and Islamic Studies
- set homework according to the Primary Homework Policy
- mark homework promptly
- monitor the quality of homework to make sure that homework set is appropriate to the pupils' abilities
- mark pupils' work, drawing attention to good work as well as work that needs to be corrected
- follow the Behaviour and Rewards Policy to reward effort and achievement.

3. Administrative Responsibilities

The Teacher will:

- read the noticeboard and keep up to date on published information, e.g., letters home, advance warning of events, etc.
- read the Primary Development Plan regularly
- refer to the copy of the Staff Handbook
- keep to published deadlines
- distribute books, materials and equipment as needed
- write reports according to the published guidelines and deadlines
- write assessments according to the published guidelines and deadlines.

4. Responsibilities to Parents

The Teacher will:

- provide accurate, helpful information to parents at parents' meetings
- prepare subject reports according to the published schedule
- make sure the language used in reports is clear and jargon free
- assess, monitor and record the progress of all pupils' in order to be able to provide accurate information to the Head of Primary, Assistant Head of Primary, or the Principal, as and when necessary

5. Responsibilities within Primary

The Teacher will:

- attend Primary meetings
- contribute to the effective and efficient running of Primary
- follow policies on homework, marking, etc.
- share ideas about teaching and learning

- support other teachers in developing new materials
- invite colleagues into the classroom
- plan and organise educational visits
- take part in and contribute to INSET activities offered in Primary and by the School
- contribute to cross-curricular activities and initiatives
- take on responsibilities within Primary as part of an ongoing process of staff development
- keep up to date with developments in the subject and in education generally
- carry out a share of supervisory duties in accordance with published schedules.

6. Other Responsibilities

The Teacher will:

- carry out other responsibilities as the Principal may reasonably require during term-time.

Latifa School is committed to safeguarding and promoting the welfare of all students under our care. Aligned with the recommendations of the International Task Force on Child Protection, we hold ourselves to a high standard of effective practices, with specific attention to child protection. All staff agree to abide by the school's child protection policies and procedures and are required to participate in any child protection training mandated by the School, as a condition of employment.

Applicants should be willing to undergo a rigorous screening process which will include, but is not limited to, obtaining a Police Clearance or Good Conduct Certificate, verification of qualifications, obtaining satisfactory references (including current employer) prior to confirmation of employment. Applicants will also be required to complete a self-disclosure form prior to interview.