KENT COLLEGE
DUBAI

Job Description – Classroom Teacher

General

A teacher should aim to inspire and to generate an enthusiasm for the subject amongst his or her pupils and to promote the subject within the school. He or she should work to increase the academic, social and ethical capability of each pupil in the school, always having regard to their physical and emotional wellbeing. Each teacher has general responsibilities as a member of the school community to:

a) Conduct oneself in a professional manner at all times, bearing in mind in particular the cultural norms and expectations of Dubai and the UAE

b) Retain and nurture a lively interest in contemporary developments in their subject/s

c) Develop and sustain good working relationships with pupils, colleagues and parents

d) Ensure familiarity with the school's Health & Safety guidance and be mindful of their own health and safety and that of their pupils

e) Be familiar with and follow the guidance in the Staff Handbook, and observe all relevant school policies

f) Attend school and year group assemblies and inter-house competitions

g) Attend staff meetings, parents' meetings, Open mornings, Speech Day and similar important school functions out of school hours

h) Be willing to accompany school trips undertaken by the department, or involving members of the tutor group

In addition to these general responsibilities, each teacher has responsibilities towards the pupils, towards their department, and towards the Principal and Vice Principals.

Responsibilities towards the Pupils

a) Provide the best possible opportunities and educational experience in the subject, both in and out of the classroom, for pupils of all abilities and at all levels in the school.

b) Ensure that teaching methods and content are appropriate, and challenge and engage the pupils while ensuring that they are fully prepared for public examinations.

c) Deliver good quality teaching and provide a range of experiences as outlined in department schemes of work.

d) Encourage individual progress through constructive marking and praise for positive performance

e) Teach one's subject/s successfully with expertise, enthusiasm and patience.

f) Encourage independent learning and self-evaluation in their pupils.

g) Use the Pupil Academic Diary (PAD) as a regular record and means of communication

h) Take responsibility for a tutor group (as required).

i) Maintain discipline and encourage positive behaviour in the classroom and in the school

Responsibilities towards the Head of Department

a) Work closely with the Head of Department and colleagues to promote an approach to education that supports the education of the whole pupil as an individual

b) To prepare lessons thoroughly and review them regularly for content, presentation and relevance, and to set homelearning and mark work regularly

c) Undertake preparation, marking, target setting and report writing to ensure that the pupils achieve the highest possible standards

d) Carry out any reasonable subject-related duties assigned by their Head of Department

e) Provide support to the department, taking on delegated responsibilities as requested

f) Create and maintain classroom displays
g) Collaborate in curriculum decisions and department planning
h) Within the department, help to implement school policies and practices for assessment, recording and reporting, using this to support ongoing improvement.
i) Contribute to the review and update and of the department Handbook and other documents, and the Department Development Plan/Department Self Evaluation.
j) Seek to work constructively with colleagues in other departments to facilitate cross- curricular initiatives and sharing of good practice.

Responsibilities to the Vice Principals
a) To perform supervisory duties as required
b) To contribute fully to the extra-curricular programme of the school
c) To attend all meetings and briefings, as required
d) Accept responsibility for helping ensure the safety and good conduct of all pupils including adherence to the pupil behaviour and dress codes
e) Carry out such duties as are allocated by the Vice Principal Pastoral or Senior Leadership Team including cover for absent colleagues and examination invigilation
f) Attend designated CPD courses each year with the consent of the Head of Department and Vice Principal
g) Take part in the appraisal cycle with an annual review.

Liaison and working relationships
a) With members of the department
b) With the Head of Department
c) With the Heads of Year
d) With the Vice Principal and Principal

CS (10/12/18)