


Section 1 | Job Details

Job Title	Teacher	
Reporting to	Head of Department - (Subject Coordinator)	
Department/Unit	Academic	

Section 2 | Job Purpose

To deliver effective teaching and learning that supports individual student well-being and promotes continual academic achievement. To develop student knowledge, skills, and behaviours to enable them to fulfil their full potential for academic, personal, and social growth. To focus on creating learning experiences that offer students a clear pathway towards becoming competitive global citizens who contribute towards strengthening the community’s future-facing Emirati identity.
Teachers need the ability to relate well to and communicate effectively with parents, staff, and students.
Teachers need to contribute to maintaining high academic and disciplinary standards in line with the ethos and policies of the school.

Section 3 | Key Accountabilities

Main Duties	Planning and Teaching
	<ul style="list-style-type: none"> Engage in curriculum development as needed. Develop teaching material in coordination with other colleagues and the line manager. Develop schemes of work, lesson plans, identifying clear teaching objectives, teaching, and assessment approaches with integration of e-learning and various available resources. Plan transdisciplinary units with meaningful assessment built in to empower students to understand their strengths and areas of improvement. Ensuring students know grade-level expectations and how to build on their skills to meet or exceed them by the end of the academic year. Set clear expectations with specific targets; building on prior attainment for students and plan tasks which shall challenge students and motivate them to reach higher levels of attainment. Ensure that National UAE culture, identity, heritage, principles, and values are an integral part of the teaching delivery and interaction with students. Facilitate and supervise the implementation of assessments (internal and external) in accordance with KBZA’s policies and procedures. Assess, update, and maintain a record of students’ progress and achievement. Provide feedback to students about their progress and areas of improvement in accordance with the School/ Department’s assessment/ marking policy. Manage classes effectively, using approaches which are appropriate to SEN/ G&T students’ needs, to inspire, motivate, and challenge students. Manage and plan lessons for students who require differentiated learning or who have other individual needs and liaise with the appropriate experts in the area for required support and advice. Assist in the implementation and supervision of extra-curricular activities, student excursions and playground activities, as requested. Maintain a positive, safe, and holistic classroom environment, promoting positive student attitudes, aptitudes, behaviour, and wellbeing. Using the relevant school policy as a guideline. Support and develop the students’ personal relationships with each other and with adults. Ensure the classroom is a visually stimulating environment with displays, to include students’ work, that are regularly updated. Keep relevant, up to date records for each student, including preparing reports and Conduct assessments on each student in line with school policy. Liaise with other teachers, support staff, Head of Department (Subject Coordinator) and Heads of School to work collaboratively and following up accordingly.

Specific Duties	<p>Administrative Duties</p> <ul style="list-style-type: none"> Attend and participate in school-based, external meetings and professional development. Supervise other classes in case of absence and leaves of peers, as directed by Head of Department-Subject Coordinator). Undertake other duties as directed by the Line Manager (Head of Department /Subject Coordinator) or School Leadership outside school hours. <p>Reporting</p> <ul style="list-style-type: none"> Prepare periodic reports for the Line Manager (Head of Department-Subject Coordinator) as required by the School/Leadership. <p>Technology</p> <ul style="list-style-type: none"> Actively engage with, and use, technology and equipment allocated to the teacher to enhance delivery and communication. <p>Policies, Procedures and Processes</p> <ul style="list-style-type: none"> Participate in or oversee the implementation of policies and procedures and ensure that they are understood and followed. <p>School Culture and Behaviour</p> <ul style="list-style-type: none"> Contribute positively to the desired culture of high expectations for student achievement and behaviour. Model, collaborate, encourage working relationships throughout the school staff (e.g. initiate regular meetings to analyse, plan, discuss and address issues affecting the school). Identify students facing emotional or personal difficulties and connect them with the Designated Safeguarding Lead (DSL) or other pastoral staff. <p>Parent and Community Relationships</p> <ul style="list-style-type: none"> Support the communication of educational initiatives to parents and the wider community. Participate in Community Engagement events. <p>Other Responsibilities</p> <ul style="list-style-type: none"> Maintain punctuality and attendance expectations. Accomplish assigned tasks and meet operational deadlines. Initiate a personal professional development plan to increase knowledge and skills, in collaboration with the Line Manager (Head of Department - Subject Coordinator). Ensure a well-implemented handover process during staff absences in the department. Actively participating in the assigned sub-committees. Adhere to all KBZA's policies and procedures.
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Section 4 | Communications & Working Relationships

Internal	External
<ul style="list-style-type: none"> All School Staff Students 	<ul style="list-style-type: none"> Parents Community Resources Professional Development Resources

Section 5 | Qualifications, Experience & Skills

Qualifications/Licenses Required	<ul style="list-style-type: none"> A minimum of a Bachelor's Degree in Education from an accredited academic institution, (with specialization in the assigned area of responsibility) for KG, C1, C2 and C3. A UAE-Ministry of Education Teaching License is required. A minimum IELTS score of 6 or its equivalency for English medium subjects. (Native Speakers of English are exempt).
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<p>Experience Required</p>	<ul style="list-style-type: none"> • Teaching experience of 3+ years is mandatory. • Full-time school experience with responsibility for a full class of students during an academic year. • Prior teaching experience in International Baccalaureate (IB) schools is highly desirable. • The experience must be within the relevant cycle and subject. • Prior experience teaching in the UAE and knowledge of the local education system and cultural nuances are preferred. • Proficiency in English & Arabic language skills in relevant areas of teaching is required.
<p>Job Specific Knowledge & Skills</p>	<p>The post requires strong skills in the following areas:</p> <ul style="list-style-type: none"> • Knowledge of pedagogy, curriculum, assessment, student learning, management of student behaviour, teaching and learning strategies. • Subject-specific knowledge. • Leadership skills, including people management, student management, and classroom management. • Relationship Management skills with colleagues, parents, and students. • Communication skills and ability to adapt to all levels. • Organizational skills. • Change Management skills. • Classroom Management skills. • Innovation and Creativity. • Emotional Intelligence.

Section 6 | Approvals

Statements in this Job Description are intended to reflect the general duties and responsibilities of the position but are not to be interpreted as totally inclusive.

I hereby acknowledge that it is my responsibility to read, agree, and retain a signed copy of this job description. I understand that I need to be compliant with any changes in the Khalifa Bin Zayed Al Awal Strategy, Policies and Procedures.

Employee | Teacher Position

Name:	Signature:	Date:
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Head of School

Name:	Signature:	Date:
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Human Resources Manager

Name:	Signature:	Date:
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School Principal

Name:	Signature:	Date:
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