



DOHA ENGLISH SPEAKING SCHOOL

Learning Together • High Expectations • Celebrating Success

Job Description

Class Teacher

Responsible to: Year Group Leader - Heads of School - Principal

General

You will be expected to deliver the curriculum for your assigned Year Group, cooperate in planning, and fulfil all administrative tasks associated with the English-teacher role. Your terms and conditions will be as set out in the latest version of the school Personnel Policy.

Specific Responsibilities to Include

- The pastoral welfare of a class in the Preparatory years age range
- To teach planned work from the DESS curriculum framework, ensuring efficient delivery of the English National Curriculum. Co-operative planning of medium and short-term work
- Registration for the class
- Keeping appropriate records of pupil performance
- Marking of pupils' work and setting homework
- To monitor individual pupil progress and set targets
To write appropriate annual reports in line with school policies
- Consultations with parents
- To direct all major concerns to the Year Group Leader
- To cooperate in whatever appraisal system the school employs
- Attendance at designated meetings and in-service training courses organised by the school
- Attendance at school events
- A contribution to extra-curricular activities
- To undertake playground/gate duties as requested

You will also be expected to:

- Observe the need for discretion when dealing with other adults within the School
- Promote the good name of the School in the community.

Employees of the school shall at all times respect the confidentiality of the school's business, its employees, pupils, and parents. No matters relating to the School's affairs may be made known to any party outside the school.

The duties of this position include but are not limited to the above and the position holder may be asked to perform other reasonable duties as the Board of Governors requires, at the discretion of the Principal.

The teacher will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed, but it will be reviewed annually as part of the performance management process or as appropriate.

Name of post holder _____

Signature of post holder _____ Date _____

Signature of Principal _____ Date _____