



**BRITISH INTERNATIONAL SCHOOL AL KHOBAR**  
**Job Description**  
**Early Career Teacher (ECT) Mentor – Whole School**

<b>Job title:</b>	<b>ECT Mentor</b>
<b>Line Manager:</b>	ECT Coordinator (Head of Preparatory School)
<b>Also Responsible to:</b>	Assistant Head of Preparatory, Deputy Head of Preparatory School, Head of Senior School and Sixth Form, Deputy Head of Senior School and Sixth Form and the Principal

---

**AREAS OF RESPONSIBILITY AND KEY TASKS ACROSS THE PREPARATORY SCHOOL AND SENIOR SCHOOL AND SIXTH FORM**

As a mentor, you are responsible for coaching your early career teacher(s). This role involves guiding your teacher(s) through the programme with weekly observations and instructional coaching sessions. Your role is vital to help teachers make the best possible start to their careers and apply their learning in your school's unique context.

**THE EARLY CAREER TEACHERS MENTOR ROLE WILL INCLUDE, BUT IS NOT LIMITED TO:**

- Engaging with the programme content to support ECT development.
- Carrying out weekly observation and instructional coaching sessions to support ECT progress.
- Holding your teacher(s) accountable for engaging with the programme (participating in their self-study and events).
- Team teaching with your teacher(s).
- Team planning with your teacher(s).
- Supporting phase leaders and department heads with their ECTs.
- Helping the Induction Tutor with notes for an ECT's summative report.
- Arranging CPD opportunities, including lesson visit rotas, where needed.
- Supporting and guiding ECTs with their day-to-day organisational skills.
- Supporting ECTs with pupil tracking, assessing pupils, report writing, data analysis, moderation, marking and feedback, pupil progress outcomes and parental engagement.
- Supporting ECTs with the collection of their evidence for portfolios.
- Supporting ECTs with complying with school policies and routines, for example, dealing with behaviour concerns, writing IEPs, and safeguarding referrals.
- Supporting ECTs with the deployment of LAs.
- ECT well-being.

**WHOLE SCHOOL RESPONSIBILITIES WILL INCLUDE, BUT ARE NOT LIMITED TO:**

- Staff development related to teaching and learning.
- Supporting RQTs.
- Mentoring LAs who are undertaking external professional development.
- Supporting the induction of new staff, especially late starters.
- Supporting identified staff who have teaching and learning as an area of improvement.
- Mentoring and coaching any staff completing their iPGE or Assessment Only (AO) Route to achieve QTS.



## OTHER PROFESSIONAL REQUIREMENTS TO:

- Have excellent knowledge of the teachers' professional duties and legal liabilities.
- Follow the philosophy, aims and objectives of the British International School Al Khobar.
- Maintain good and friendly relationships with school parents and be respectful of their views and concerns.
- Attend and contribute positively to the life of the school, including subject and full staff meetings.
- Lead one after-school extra-curricular activity per week.
- Attend meetings as requested by the Head of School.
- Always work within the stated policies and practices of BISAK having regard to equality of opportunity and health and safety.
- Take part as directed in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
- Establish effective working relationships with colleagues and set a good example through presentation, personal and professional conduct and adhere to the staff dress code.
- Take responsibility for your professional development and duties in relation to school policies and practices.
- Liaise effectively with parents, visitors and governors.
- Take on any reasonable additional responsibilities as requested by the Head of School.
- Demonstrate a commitment to the professional obligations of the job by being punctual, having a good attendance record, and carrying out supervisory duties conscientiously.
- Devote adequate time outside of teaching hours to ensure all teaching responsibilities are met.
- Have the ability to tolerate the occasional frustrations of expatriate life and leave personal problems and difficulties behind to carry out professional duties effectively.
- Complete work at home as directed by the Head of School during forced school closures, e.g. bad weather.

Name of Postholder: \_\_\_\_\_

\_\_\_\_\_  
Signature of Postholder

\_\_\_\_\_  
Signature of Preparatory Headteacher

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date