

Ajman Academy

Subject Teacher Job Description

Teacher Reports to: School Principal

OUR VISION

World-leading learning for all.

OUR MISSION

To inspire all learners to be the most innovative and successful individuals they can be in an ever-changing world.

OUR PHILOSOPHY

To:

- Provide an authentic and rich child-centered environment.
- Strengthen the giftedness and uniqueness of all through opportunities to create, express and lead.
- Nurture digital citizenship and innovation to world-class standards.
- Foster a deep sense of personal and cultural identity rooted in international-mindedness.
- Promote an appreciation of Islamic and Emirati cultures.
- Enquire, reflect and act positively in all areas of school life, in line with the philosophy of the International Baccalaureate Organisation.

OUR VALUES

- Happiness
- Positivity
- Success
- Responsibility
- Individuality
- Co-operation
- Respect

OUR MOTTO

We all succeed, every day.

Qualifications and Skills:

To have:

- A degree in the relevant field
- A diploma in Education
- A minimum of three years of relevant experience in teaching the subject preferably
- Previous MYP knowledge & experience (preferably)
- Strong communication skills
- Effective organizational skills
- Very good ICT capabilities
- Excellent interpersonal skills

Job Purpose

At Ajman Academy, teachers make the education of their students their first concern, and they are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge; keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their students.

Responsibilities

Teachers are expected to:

- Maintain the highest possible standard in all areas of their work.
- Provide a warm and effective learning environment for students.
- Undertake pastoral, supervisory and extracurricular responsibilities.
- Contribute to the academic, pastoral and general development of the students as individuals and of the school as a whole.
- Ensure that he/she is familiar with the School's policies practices, expectations, curriculum, philosophy and vision.
- Teach such classes as per the timetable set by the School Principal.
- Prepare the work for these classes in accordance with the agreed school curriculum.
- Implement effectively the School academic and social curriculum through the work undertaken in and out of class to best meet the needs of individual learners.
- Monitoring regularly each student's performance and progress against the criteria set out in the School curriculum documents.
- Keep appropriate records of each student's attendance and progress in accordance with the School criteria set out.
- Alert the School Principal when a student's attendance, performance and progress does not meet the expectations of the School.
- Set clear and high expectations for students.
- Maintain their classrooms as warm and inviting learning centres through the use of appropriate displays.
- Alert the School Principal to any problems relating to the assigned classroom, and the School as a whole, with regard to maintenance, or safety of students.
- Undertake such supervisory duties as may be assigned by the School Principal.
- Communicate to parents on the performance and progress of their children in accordance with the format approved by the School Principal.
- Participate actively in the pastoral care and welfare of the students.
- Attend such meetings and professional development sessions as may be called by the School Principal and /or the central administration.
- Undertake continuing professional development through research and attendance at workshops and courses.
- Participate actively in all agreed extra-curricular activities, programmes and projects which support the School programme and the development of students.
- Assist the School Principal in the interviewing and assessment of applicants for places in the School
- Comply with the School's Conditions of Service.
- Undertake such additional responsibilities as may reasonably be required by the Director and the School Principal within the terms of contract and the conditions of service.

Reporting Relationship

A subject teacher reports directly to his/her Head of Department and to the School Principal for carrying out his/her duties and responsibilities.

The above Job Description will be reviewed on an annual basis.

Received by:	Approved by Principal:	Received by HRM:
Name & Signature:	Name & Signature:	Name & Signature:
Date:	Date:	Date: