

PRIMARY ARABIC TEACHER

JOB DESCRIPTION

Primary Objective of Role

To teach students within the school to reach their full potential and to carry out such other associated duties as are reasonably assigned by the Head of Department and the Head of Primary.

Accountability and Responsibilities

Safeguarding and promoting the welfare of students

- Incorporate the school's vision, mission and core values into normal working practice.
- Be responsible for safeguarding and promoting the welfare of all students that the Class Teacher comes into contact with.
- Follow the reporting procedure contained in the Child Protection Policy with regards to raising concerns about the welfare of any student.
- Act in accordance at all times within the school's policies and procedures, including but not limited to, the Standards of Conduct Policy, Health, Safety, Security and Environment Policy and the Human Resources Policy Manual.
- Ensure that the School Nurse is made aware of any medical problems a student may have.

Teaching and Learning

- Incorporate High Performance Learning into teaching practice and structure lessons in a way that allows our learners to reach high levels of educational performance.
- Plan and teach lessons and sequences of lessons to the classes the teacher is assigned to teach within the context of the school's plans, curriculum and schemes of work.
- Assess, monitor, record and report on the learning needs, progress and achievements of the students within the classes the teacher is assigned to teach.
- Participate in arrangements for preparing pupils for internal assessments.
- Provide opportunities for independent learning.
- Provide opportunities for practical work, investigation and research.
- Make provision for students of differing ability in all subjects.
- Create a stimulating class environment which promotes effective teaching and learning and of which students can feel ownership.
- Provide opportunities for the use of digital technology within the curriculum.
- Ensure that all classroom practice is in accordance with school policy and procedure.
- Monitor the progress of students by on-going assessment and record keeping.
- Use a range of teaching methods and resources to enhance the learning experience for all students.
- Ensure quality teaching for students with additional learning needs.



Classroom Management

- Maintain a well-managed classroom with a good work ethos and good working relationships.
- Create a culture of achievement where students wish to do their best and are rewarded for doing so.
- Unsatisfactory behaviour is handled effectively as per school policy and procedures.

Management and Deployment of Resources

- Ensure classroom resources are organised and tidy.
- Allocate classroom space and time efficiently.
- Ensure adequate time is given to preparation, marking and displays.
- Control and oversee the use and storage of books and other teaching resources provided for class usage.

Communication

- Meet with the Head of Department and colleagues as necessary to discuss individual students and their progress.
- Monitor and report to parents on the progress of students within the allocated class.
- Attend parent's evenings or meetings throughout the year as required.
- Assess pupil achievements and progress in accordance with the agreed arrangements.

Professional Development

- Maintain up to date subject knowledge.
- Self-evaluate and review teaching methods, materials and schemes of work.
- Participate in the school's Performance Development Review process and be involved in opportunities for Continued Professional Development, including attending inset.

Additional responsibilities

- Any other duties required by the Head of Department, or Primary Leadership Team, which is in the scope of the post.
- Undertake at least one extra-curricular activity per academic year for a minimum of 20, one hour long sessions (or more if necessary e.g. P.E. MFL and Music).
- Participate in the break duty rota.
- Undertake cover duties for colleagues as assigned by the Assistant Head or Head of Department.
- Attend weekly staff meetings and contribute to meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole.
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
- Actively participate in school activities, such as assemblies, plays, concerts, workshops, sports days, trips and visits and fundraising ventures.

Teaching staff are expected to work flexibly to enable the effective discharge of their professional duties, including in particular planning and preparation, assessing, monitoring, recording and reporting on the learning needs, progress and achievements of assigned students.

All staff may be required to attend the College during weekends or holiday periods throughout the year for purposes of training (INSET), examination organisation/preparation and invigilation and/or preparation for the forthcoming academic term/year.



Safeguarding

Doha College is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening, including reference checks with previous employers and a criminal records check. Teaching staff will also be subject to a Barred List and Prohibition from Teaching Check.

Diversity, Equality and Inclusion (DEI)

Doha College is committed to a culture of equality, diversity and inclusion. We believe that a diverse staff body reflects and supports the diversity of our students and wider society and leads to a cognitive diversity which promotes excellence in all areas.

PERSON SPECIFICATION

Key Requirements

E=Essential D=Desirable

Qualifications

- Qualified Teacher Status or Equivalent (E)
- Degree level qualification (ideally in Arabic) (E)
- G.C.S.E. grade C or above (or equivalent) in English and Maths(E)
- Evidence of recent professional development (D)

Experience

- Experience of teaching Arabic in a primary setting in the UK or in a British overseas school (E)
- Experience of teaching native and non-native Arabic (E)
- Experience of planning, delivering, monitoring and evaluating lessons and learning as part of a school curriculum(E)
- Some experience teaching French would be an advantage (D)
- Experience of Islamic Studies will be an advantage (D)
- An experienced practitioner with the ability to achieve outstanding standards in subject knowledge and application, use and range of teaching methods including ICT resource, classroom management, differentiation and assessment for learning (D)
- Some experience working with pupils with additional learning needs (D)

Skills, Knowledge and Abilities

- A good understanding of the Arabic curriculum across EYFS, KS1 and KS2. (E)
- A solid understanding of the principles of child development and learning processes and in particular barriers to learning (E)
- Effective communication skills (E)
- Good command over written and spoken English (E)
- Ability to work constructively as part of a team (E)
- Highly organised and calm under pressure (D)



- Sensitive, caring and responsive to the needs of young people (D)
- Ability to speak an additional language will be an advantage (D)
- Proficiency in the use of ICT and the software programs used in schools and an understanding of how ICT can be used effectively to motivate children to learn (D)
- Ability to create a fun, challenging and effective learning environment (D)

Personal Behaviours

- Resilient and positive; willing to go the extra mile in the bustling life of a school (E)
- Ability to identify problems and bring creative solutions (E)
- An outstanding communicator who is dynamic and innovative (E)
- Flexible and adaptable, with energy, stamina and enthusiasm (E)
- Be loyal and discreet (E)
- Empathetic, with excellent listening skills (E)
- Kind and inclusive (E)
- Effective interpersonal skills with the ability to work as part of a team to motivate, challenge and inspire colleagues (E)

Ethos and School Values

- An individual with a genuine dedication to the safeguarding and welfare of students in their care (E)
- Committed to operating as an integral part of the school community (E)
- Committed to Doha College's Values, our Vision and Mission (E)
- Possess the desire to get involved in all significant aspects of Doha College school life (E)
- Ability to remain positive, professional, enthusiastic and maintain a sense of humour when working under pressure (E)

