

Classroom Teacher

Position Title	Substitute Teacher Key stage (3-5)	Job Grade	Senior Management
Department	Primary	Reports to	Head of KG/ Primary/ Secondary or Middle & high
Work Location	Gulf English School Kuwait	Hours of Work	As per the School Schedule (the employee may be required to work according to the operational hours to suit the requirements of the business units.)

Purpose Statement

Classroom teacher plays a significant role in assisting the school to improve student performance and educational outcomes determined by the school strategic plan and state wide priorities and contributing to the development and implementation of school policies and priorities. A critical component of this work will focus on increasing the knowledge base of staff within their school about student learning and high quality instruction to assist their school to define quality teacher practice.

- Teaches by creating a flexible program and an environment favourable to learning and personal growth
- By encouraging students to develop skills, attitudes and knowledge needed to obtain a good foundation for continuous growth and development
- By providing students with experiences which integrate the affective, cognitive and psychomotor dimensions of learning
- By establishing effective rapport with students and their parents
- By assisting students in developing positive feelings toward themselves and others.
- By working in school's best interest, to promote its good name, support its members and act in a colligate manner.
- Teachers have a responsibility to strive to achieve the highest professional standards in all they do at and for the school.
- All classroom teachers may be required to undertake other duties in addition to their rostered teaching duties provided the responsibility is appropriate to the salary range, qualifications, training and experience of the teacher.

Key Relationships

Supervision Received	Head of KG, Primary, or Middle & High
Internal Contacts	Teachers and other members

Duties and Responsibilities

The Substitute Teacher Key stage (3-5) must;

- Ensure adequate planning and preparation of teaching materials against syllabus specifications and

key stage requirements.

- Ensure that there is effective use of baseline data to facilitate quality ‘target setting’ to enable students to maximise potential and to assist in measuring value added
- Ensure that planning documentation is accurately reflected in the delivery of the curriculum
- Identify learning objectives and criteria for success
- Involve students in action planning, setting achievable targets, and in assessing and evaluating their own achievements and progress
- Ensure effective differentiation and the use of a range of teaching resources and strategies. These should ensure that all students are sufficiently challenged. (Learning Support is available to assist in these areas).
- Ensure sufficient quantity of work in class and homework in line with the school homework policy
- Mark and assess students work against specified criteria and in line with the whole school policy
- Have the content knowledge and pedagogical practice to meet the diverse needs of all students
- Provide expert advice about the content, processes and strategies that will shape individual and school professional learning.

Professional Development

The classroom teacher is expected to actively improve his/ her own skills and expertise and should also;

- Negotiate additional responsibilities with the subject Leader and share ideas with colleagues regarding good practice and teaching methods
- Contribute to the extra-curricular activities programme as required
- Provide appropriate feedback on work
- Update all necessary records accurately and completely as required by laws, district policies and school regulations
- Prepare required reports on students and activities
- Establish and communicate clear objectives for all learning activities
- Observe and evaluate student’s performance and development
- Assign and grade class work, homework, tests and assignments
- Demonstrate preparation and skill in working with students from diverse cultural, economic and ability backgrounds.
- Participate in appropriate professional activities.
- Assist staff to use student data to inform teaching approaches that enable targets related to improving student learning outcomes to be achieved
- Leading the development of curriculum policies and programs
- Co-ordinating the development and implementation of curriculum in small schools
- Managing a year level or learning area
- Developing and managing the school transition program as it relates to Pre-School to Year Prep and /or transition and facilitating the associated orientation programs
- Assisting the Principal, transition and leading teachers with the performance of specific functions appropriate to the classification and role
- Plan and implement a range of teaching programs or courses of study
- Meets and instructs assigned classes in the locations and at the times designated
- Shows commitment to the schools mission, academic program and student academic outcomes as outlined in the approved charter.
- Establishes and maintains standards of appropriate student behaviour and discipline to achieve a functional learning atmosphere in the classroom and assist in its maintenance campus wide
- Provides and maintains a safe and supervised environment in the classroom and on the school

grounds

- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of students
- Prescribes effective learning programs and initiates referrals to appropriate personnel when concerns arise
- Assesses the accomplishments of students on a regular Basis and provides progress reports as required on time

Resources:

The classroom teacher should;

- Ensure effective management and maintenance of classroom resources
- Follow departmental and school Health and safety policies and ensure a safe teaching and learning environment
- Ensure that all equipment and resources are safely, securely and conveniently stored
- Ensure the efficient and economic use of non-renewable resources
- Maintain an attractive and stimulating classroom environment.

Students:

The classroom teacher should:

- Ensure the physical, academic and social well-being of students in their charge.
- Ensure that students behave and are dressed in an acceptable way
- Monitor students performance and their use of the student organizer
- Whenever possible, encourage students As per the school rewards policy
- Whenever appropriate, discipline students in line with the school sanctions policy

Communication:

The classroom teacher should;

- Inform all Subject Leader, Key Leader and / or class tutor about any students achieving excellence results or making excellent progress/ effort or encouraging difficulties.
- Ensure adequate communication with the Subject Leader, colleagues, students and parents
- Ensure that the Subject Leader and that the learning support Department are aware both of students with learning difficulties and of those with exceptional ability
- Ensure that the form tutor is made aware of any medical problems students may have
- Ensure that issues regarding health and safety are raised, via line managers, with the management
- Established and maintain open lines of communication with students and parents concerning student's academic, social and behavioural progress.
- Cooperates with professional staff and support personnel in assessing and helping students with health, attitude, learning and behavioural problems
- Communicate and cooperate with other professional staff in academic and personal growth areas
- Attends and/ or conducts staff meetings and participates on committees within area of responsibility

Management:

- Selects and requests appropriate books and instructional materials and maintains required inventory records

- Provides directions and materials for substitute teachers. Plans for and supervises classroom aides, guests and volunteers
- Prepares and maintains accurate and complete records and reports as required by law, state directives, school policy and administrative regulations
- Shares the responsibility for the supervision and care of school inventory, proper and safe use of facilities, equipment (and supplies, and reports safety hazards promptly)

Additional Responsibilities:

- A teacher at GES can expect the full support of his/ her Subject Leader and of the Leadership Group. He/ she invited to discuss openly matters of concern, areas of interest or other relevant matters with them and with colleagues.
- It is expectation of the school that teachers may, in some circumstances, be required to teach classes that are not their primary subject areas.
- Complies with country Kuwait approved Code of Ethics of the Education Profession and upholds and enforces rules, administrative directives and regulations, school board policies, and local, state and regulations.
- Articulates and facilitates the implementation of the mission and values of the Kuwait school for the Arts
- Maintains professional relationship and works cooperatively with employees, the community and other professionals.
- Maintains professional competence through individual and staff training, in- service educational activities and self-selected professional growth activities.
- Conforms to School policies including attendance, absences and evaluations.
- Attendance must be adequate to acceptably perform listed job functions.
- Manage the repetitive instructional preparation, review and grading of student assignments without experiencing undue stress (which leads to emotional detachment from the teaching process and to ineffectiveness in the classroom)
- Maintain high emotional energy and display and display enthusiasm for the subject matter and individual student effort.
- Develop effective coping strategies for dealing with the fatigue and stress of ongoing involvement in teaching, supervising, and monitoring of students.

Experience, knowledge, Skills and abilities:

- Knowledge of school policies on immunization, medication, first aid, emergencies and child abuse/ neglect
- knowledge of all laws, regulations and guidance's affecting teachers and students
- knowledge of effective classroom management techniques
- Ability to maintain positive relationships with students, parents, community members and staff.
- The employees work with various staff members in a team environment including the administrative staff, parents, students, advocates and others outside the school.
- Frequent interactions with people in-person and on the phone will be necessary
- Duties are performed indoors and outside in a normal school environment
- The noise level in the work environment is usually moderate
- The employees must use keyboards, tools and other controls
- The employees must be able to see and hear on a continuous basis as well as speak frequently
- The employees must be able to move quickly from place on occasion over smooth to uneven surfaces

on the (playground or on grass)
Required Skills & Qualifications
<ul style="list-style-type: none"> • B.A/BSC/Bachelor Degree Education or relevant degree with valid professional teaching qualification • MA in Education or Master's in Management in specific • A minimum of 2 or more years of teaching experience needed in British Curriculum

CONFIDENTIALITY:

At all times to respect the confidentiality of any information belonging or relating to the School, including, but not limited to, the business, finances, dealings, transactions or affairs of any of the school staff, parents or pupils etc.

Signature and Date:

Position Holder : _____

HR Manager : _____

Educational Director : _____

Deputy CEO : _____

CEO : _____