

SECONDARY ARABIC TEACHER

(for non-native & native speakers)

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 Secondary Leadership team.

Accountability and Responsibilities

Safeguarding and promoting the welfare of students

- Be responsible for safeguarding and promoting the welfare of all students that the Teacher comes into contact with.
- Incorporate the school's vision, mission and core values into normal working practice.
- 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 research-informed pedagogical approaches into teaching practice and structure lessons in a way that allows our learners to reach high levels of educational performance.
- Plan, prepare and deliver the lessons and sequences of lessons 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 and external examinations.
- 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 all students with differing abilities, including those with additional learning needs, formulate and use IEPs where necessary.
- Being an ambassador for the subject, enthusing students and participating in enrichment activities.
- To be able to contribute to the teaching of Qatar History, both in Arabic and English.

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.
- Work collaboratively with Learning Support Assistants as necessary to support the children's learning
- Control and oversee the use and storage of books and other teaching resources provided for class usage.

Communication

- Meet with the necessary staff members to discuss individual students and their progress.
- Monitor and report to parents on the progress of students within the allocated classes.
- Discuss IEP targets with Learning Support Staff and parents.
- Attend parent's evenings and meetings throughout the year as required.
- Assess student achievements and progress in accordance with the agreed arrangements.
- Mark class attendance registers.

Professional Development

- Maintain up to date subject knowledge and resources.
- 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.
- Take responsibility for own CPD needs

Additional responsibilities

- Any other duties required by the Head of Department or the Secondary Leadership Team, which is in the scope of the post.
- To be the first point of contact, as a form tutor, for students and parents, providing general pastoral care, guidance and support for students, and delivering the tutor-programas required by the pastoral team.
- Undertake at least one weekly after school Co-curricular activity
- Participate in the break duty rota.
- Undertake cover duties for colleagues as assigned by the Cover manager.
- Attend weekly staff meetings and contribute to meetings, discussions and Management systems as necessary to coordinate 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.
- Act with professional integrity at all times, notwithstanding issues of confidentiality and tact, act with honesty and transparency with regard to their work

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.

The post holder may be required to attend the college during weekends or holiday periods throughout the year for up to five days for purposes of training (INSET), examination organisation and invigilation, preparation and administration of exhibitions and/or preparation for the forthcoming academic term/year. Such required attendance will be advised to teaching staff before the commencement of the relevant leave period and will not give rise to any entitlement to compensatory leave days in lieu.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the Principal or Head Teacher and member of staff, to be reviewed annually.

Safeguarding

Doha College is an equal opportunities employer committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. 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. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

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

Qualifications

- A degree in Arabic recognised in Qatar (E)
- Qualified Teacher Status (QTS) or Equivalent (D)
- Degree and/or teacher qualification in a related field to Languages (E)
- GCSE grade C or above (or equivalent) in English and Maths (E)
- Evidence of recent professional development (D)
- Google educator training (D)

Experience

- Relevant professional experience teaching Arabic Language to both native and non- native students, including Qatar's MoE curriculum for Arabic passport holders. (E)
- Extensive experience in teaching Arabic to non-native speakers at KS3 & KS4 & KS5 (E)
- Preparing non-Arabic speaking students to successfully pass the GCSE EDEXCEL & A Level exams (E)
- Experience teaching Qatari History in Arabic and English (E)
- An advantage would be experience teaching French or Spanish (D)
- An experienced practitioner with the ability to achieve outstanding standards in subject knowledge and application, use and range of teaching methods including ICT resources, classroom management, differentiation and assessment for learning (E)
- Experience of planning, delivering, monitoring and evaluating lessons and learning as part of a school curriculum (E)
- Experience working with students with additional learning needs (E)
- Relevant professional experience teaching the National Curriculum for England (D)

Skills, Knowledge and Abilities

- Effective communication skills: fluent in English and Arabic (E)
- Ability to teach Arabic to both native and non-native students at all Key Stages (E)
- Familiarity with Qatari MoE requirements for Arabic (E)
- Ability to teach French or Spanish to at least KS3 students (D)
- Commitment to safeguarding procedures (E)
- A solid understanding of the principles of child development and learning processes and in particular barriers to learning (E)
- 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 (E)
- Ability to create a fun, challenging and effective learning environment (E)
- Highly organised and calm under pressure (E)
- Sensitive, caring and responsive to the needs of young people (E)
- Good understanding of High Performance Learning and experience of best research-led practice in teaching and learning (E)
- Strives for the highest standards at all times (E)
- Ability to work constructively as part of a team (E)



Personal Behaviours

- Resilient and positive; willing to go the extra mile in the bustling life of a school
- Ability to identify problems and bring creative solutions
- An outstanding communicator who is dynamic and innovative
- Flexible and adaptable, with energy, stamina and enthusiasm
- Be loyal and discreet
- Sensitive, caring and responsive to the needs of young people
- Empathetic, with excellent listening skills
- Kind and inclusive
- Strives for the highest standards at all times

Ethos and School Values

- Committed to operating as an integral part of the school community
- Committed to Doha College's Values, our Vision and Mission
- Possess the desire to get involved in all significant aspects of Doha College school life
- Ability to remain positive, professional, enthusiastic and maintain a sense of humour when working under pressure
- A thirst for knowledge, to develop and improve your subject expertise and teaching skills

