

Primary Teacher

Job Description

Type: Permanent

Department: Academic

Line Manager: Assistant Head of Primary

Job Description

Job Purpose

The Primary Teacher plays a central role in ensuring high-quality learning, student well-being, and strong academic progress. As a member of the Primary School team, the teacher delivers engaging, inclusive, and innovative learning experiences that align with international best practices and ISP's Learning.First Framework.

Primary Teachers foster a love of learning, set high expectations, and create a safe, respectful, and stimulating environment in which students thrive. They work collaboratively with colleagues, build positive relationships with students and families, and contribute to the wider life of the school while modeling professionalism, empathy, integrity, and continual improvement.

Key Duties and Areas of Responsibility

1. Teaching, Learning, and Classroom Practice

- Plan and deliver well-structured, engaging lessons that meet the needs of all learners.
 - Use a range of teaching strategies that promote inquiry, creativity, independence, critical thinking, and collaboration.
 - Maintain high expectations for learning, behavior, and personal responsibility.
 - Create a safe, inclusive, and supportive classroom environment built on positive relationships and respect.
 - Integrate technology effectively to enhance learning and support essential digital skills.
 - Promote student agency by encouraging goal setting, reflection, and ownership of learning.
 - Implement effective behavior management aligned with school policies and restorative practice principles.
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2. Curriculum and Planning

- Plan collaboratively with colleagues to ensure coherent grade-level programs and progression of skills.



- Contribute to the ongoing review and refinement of curriculum documents, units of study, and resources.
 - Ensure alignment between daily instruction, grade-level expectations, and international best practices.
 - Embed opportunities for cross-curricular connections, real-world learning, and global awareness.
 - Support multilingualism through meaningful language-rich experiences in the classroom.
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3. Assessment and Student Progress

- Use formative and summative assessments to monitor learning, inform instruction, and track student progress.
 - Maintain accurate records of attainment, progress, and pastoral information.
 - Provide timely and constructive feedback to support improvement and next steps in learning.
 - Use assessment data to differentiate instruction and support targeted interventions.
 - Contribute to student reports, portfolios, and parent communication with clarity and professionalism.
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4. Inclusion and Student Well-being

- Differentiate instruction to support diverse learners, including EAL, SEN, and high-achieving students.
 - Work closely with the Inclusion Department, counselors, and pastoral leaders to ensure students receive appropriate academic and socio-emotional support.
 - Promote a classroom culture of well-being, resilience, respect, and accountability.
 - Support transitions within primary school and from primary to secondary as needed.
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5. Professionalism, Collaboration, and Development

- Actively participate in team meetings, planning sessions, and professional learning communities (PLCs).
- Engage in professional development, coaching, and appraisal processes in alignment with ISP's Learning Hub and school priorities.
- Collaborate with colleagues to share best practice and contribute to a culture of continuous improvement.
- Contribute to whole-school initiatives, interdisciplinary projects, and curriculum development efforts.
- Support the school's mission, values, and culture by modeling professionalism, empathy, respect, and international mindedness.



6. Parent and Community Engagement

- Build positive, respectful relationships with parents and communicate regularly about student progress, achievements, and well-being.
- Participate in parent meetings, workshops, and school events as required.
- Support community-focused initiatives, extracurricular programs, and ISP International Learning Opportunities (iLOs).
- Promote the reputation and visibility of Hamilton's Primary School within the school community.

7. Safeguarding, Health, and Safety

- Uphold the school's Safeguarding and Child Protection policies at all times.
- Maintain professional boundaries and act promptly on concerns.
- Participate in mandatory annual safeguarding training.
- Ensure student safety during lessons, transitions, duties, and extracurricular activities.
- Adhere to all health and safety protocols, promoting safe and responsible use of equipment and facilities.

Personal and Professional Conduct

All teachers are expected to demonstrate consistently high standards of personal and professional conduct by:

- Treating students with dignity and maintaining relationships built on mutual respect and appropriate boundaries.
- Safeguarding students' well-being and acting promptly on concerns.
- Demonstrating respect, tolerance, and cultural awareness in line with Qatar's local context.
- Upholding the school's ethos, policies, and expectations, including attendance and punctuality.
- Maintaining confidentiality and exercising sound judgment in all professional matters.

Position Requirements

Education



- Bachelor's Degree in Education or a related field.
 - Primary-trained teacher with a qualification recognized by Qatar MoEHE.
 - Teaching certification recognized by Qatar MoEHE.
 - Training in Child Protection and Safeguarding (or willingness to complete upon employment).
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Experience

- Minimum 3 years of successful primary teaching experience.
 - Experience in international or multicultural school settings preferred.
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Required Skills, Knowledge, and Competencies

- Strong knowledge of effective pedagogy and assessment practices.
 - Understanding of international curriculum approaches and developments.
 - Ability to differentiate and support diverse learners effectively.
 - Excellent communication, interpersonal, and presentation skills.
 - Strong organizational skills and ability to manage multiple tasks.
 - Competence in educational technology and digital tools.
 - Effective classroom and behavior management skills.
 - Ability to build positive relationships and work collaboratively.
 - Strong professionalism, reliability, and commitment to quality.
 - Emotional intelligence, intercultural awareness, and a growth mindset.
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Attributes

- Empathetic listener with strong interpersonal skills.
- Internationally minded and culturally respectful.
- Creative, flexible, and solution-oriented.
- Committed to student success and continuous school improvement.
- Confident, respectful, and able to earn the trust of students, parents, and colleagues.
- Adaptable and willing to embrace change.

Approvals	
Line Manager:	Principal:
Employee:	HR:

The Hamilton International School

The Hamilton International School, located in Doha, Qatar, is a leading international school that has quickly established a reputation for excellence since opening in 2019. Guided by our vision of "Igniting Passion, Purpose, and Potential," we offer a dynamic, inclusive, and learner-centered environment where educators and students thrive. Fully accredited by NEASC and QNSA and offering the IB Diploma Programme, Hamilton provides a world-class education supported by exceptional facilities and a diverse community representing over 80 nationalities.

As a member of the International Schools Partnership (ISP), a global network of over 115 schools, our staff benefit from extensive professional growth opportunities, collaboration, and shared best practices across continents. With personalized pathways, robust academic and extracurricular programs, and a deep commitment to well-being, inclusion, and safeguarding, Hamilton empowers every learner to achieve their fullest potential in a supportive and innovative school community.

The International Schools Partnership

The International Schools Partnership (ISP) is a growing group of committed colleagues in financially responsible schools around the world, all of which aim to be the school of choice in their local area. Learning is at the heart of everything we do for our students, colleagues and parents. We are committed to getting better, all the time.

ISP is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All post holders are subject to appropriate vetting procedures, including an online due diligence search, references and satisfactory Criminal Background Checks or equivalent covering the previous 10 years' employment history.

ISP Commitment to Diversity, Equity, Inclusion, and Belonging

ISP is committed to strengthening our inclusive culture by identifying, hiring, developing, and retaining high-performing teammates regardless of gender, age, disability status, neurodivergence, socio-economic background or other demographic characteristics. Candidates who share our vision and principles and are interested in contributing to the success of ISP through this role are strongly encouraged to apply.