

LOCATION	The British International School Abu Dhabi
JOB TITLE	Subject Teacher
JOB PURPOSE	To teach classes of pupils ensuring that planning, preparation, recording, assessment and reporting meet their varying learning and social needs. To be flexible and adjust to the needs of a growing school, actively contributing to its development and growth. To facilitate learning by establishing a relationship with students and by the organisation of learning resources and the classroom-learning environment.
REPORTING TO	Head of Department
PACKAGE	Competitive remuneration and benefits based on experience
KEY RESULT AREA	
<ul style="list-style-type: none"> ▪ Create a lively, safe, communicative atmosphere in class which is conducive to teaching and learning and safe science procedures. ▪ Encourage diligence, organisation, responsibility, self-reliance, co-operation, teamwork, honesty, understanding and tolerance in students. ▪ Plan, deliver and evaluate lessons, maintaining up to date records and forward plans, and delivering the records and plans for regular inspection to line manager as requested. ▪ Monitor the attendance of students at lessons and ensure that they are doing, to the best of their ability, class work, homework and coursework, and that it is up to date and marked. ▪ Review student progress and, where appropriate, seek help for students with perceived special needs. ▪ Review student progress and in the case of behavioural or educational problems communicate these as appropriate to the class teacher or Principal - communication with parents to be sanctioned by the Principal in such cases. ▪ Monitor compliance with School rules and uniform regulations. ▪ Organise resources in advance, issue textbooks and other resources, keeping records and collecting back at the appropriate time. ▪ Maintain and improve personal standards of teaching, sharing ideas with other staff, and remain abreast of developments in their own subject and education generally. ▪ Write, supervise and mark tests and exams as appropriate. ▪ Attend assemblies, meetings, Parent Evenings, presentations and events, including on Saturdays, as required. ▪ Attend and support School activities as reasonably requested by the Principal. ▪ Complete reports as required. ▪ Liaise and maintain close communication with other members of staff and, in conjunction with them, to organise trips as necessary, to review text books and other resources, advising the library as appropriate, to maintain records of text books and other resources, to assist with setting/streaming as necessary, to review syllabuses and contribute to the design, evaluation and development of departmental and/or year curriculum, schemes of work and policy. ▪ Cover for absent colleagues when necessary. ▪ Undertake other tasks and duties as reasonably requested by the Principal. ▪ Avoid doing or saying anything that is detrimental to the reputation of the School or its staff. ▪ Take a daily register of student attendance. ▪ Collect letters upon return from every absence, passing them on to the office for filing, contact parents if necessary. ▪ Follow-up on student absence of three or more days, through the school administration; liaise with other teachers, management and parents if there are problems of an educational, social or behavioural nature. ▪ Enforce dress regulations and other school rules. 	

- Distribute notices and inform students of events/happenings as necessary.
- Collate reports and write a class teacher report for each student at the appropriate time.
- Offer appropriate counselling to students, where possible, or refer to relevant support staff.
- Attempt to get an overview of students' academic and social development.
- Develop and foster the appropriate skills and social abilities to enable the optimum development of children, according to age, ability and aptitude.
- Link students' knowledge to earlier learning and develop ways to encourage it further, challenge and inspire students to help them deepen their knowledge and understanding.
- Organise the classroom and learning resources to create a positive learning environment.
- Plan, prepare and present lessons that cater for the needs of the whole ability range within their class.
- Meet requirements for the assessment and record of students' development.
- Provide feedback to parents on a student's progress at parents' evenings and meetings.
- Work with others to plan and co-ordinate work.
- Stay up to date with changes and developments in the structure of the curriculum.
- Take part in school events and activities including at weekends or evenings.
Liaise with colleagues and work flexibly

Pastoral Duties

- Establish a purposeful and safe learning environment for all students;
- Promote the general progress and well-being of individual students and of the tutor group as a whole;
- Contribute to the preparation of action plans and other support mechanisms;
- Alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved;
- Communicate effectively with parents of students, liaising with other staff as appropriate;

Extra Curricular Activities

- Support the life of the school beyond the classroom;
- Lead one or more agreed after school activities each week;
- Participate in residential weeks and other trips as appropriate;
- Contribute to whole school learning initiatives during term.

Other Requirements

- Contribute positively to the morale and community spirit in the school;
- Work effectively in different teams;
- Assist in whole school marketing initiatives and contribute to the growth of the school;
- Operate at all times within the stated policies and practices of the school;
- Maintain an up to date knowledge of good practice in teaching techniques;
- Maintain subject(s) or specialism(s) to enable effective teaching;
- Keep knowledge of wider curriculum developments up to date;
- Undertake professional development to enhance teaching and students' learning, and apply outcomes and identify impact/share outcomes with colleagues;
- Meet responsibilities with regard to health and safety, equal opportunities and other relevant legislation and conform to professional and ethical requirements;
- Any other appropriate duties as allocated by members of the school's leadership team;

OTHER

- Promote and adhere to the Company Vision and Values:
 - **Opportunity** - For us, opportunities need to be meaningful, about achieving potential and making progress.
 - **Impact** - For us, impact is about making a difference. It needs to be immediate, positive and lasting.
 - **Leadership** - For us, leadership is about considering the team's needs as well as your own, setting inspiring examples, being supportive and showing real accountability and responsibility.
 - **Respect** - For us, respect is about listening, being inclusive, showing tolerance and getting the little things right
 - All staff are required to manage effective personal development as part of the Company's commitment to invest in staff as the key resource in the organisation
 - Each individual must ensure that they meet their statutory responsibilities and Company policies with regard to Health and Safety, Equal Opportunities and other relevant legislation
- Any other appropriate duties as allocated by the Chief Executive Officer

PERSON SPECIFICATIONS

Qualifications/Training

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| ▪ Qualified to degree level or above | Essential |
| ▪ Qualified Teacher Status | Essential |

Experience / Knowledge

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| ▪ Minimum of two years experience teaching UK National Curriculum at Key Stage 3 and IGCSE | Essential |
| ▪ Minimum of two years experience teaching IB Diploma Programme at SL and HL | Essential |
| ▪ Demonstratable evidence of innovating and adapting curricular to engage children and enable them to perform highly | Essential |
| ▪ Working in partnership with parents | Essential |

Skills

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| ▪ Excellent oral and written communication skills | Essential |
| ▪ Ability to engage children and enable them to perform highly | Essential |

Personal Attributes

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| ▪ High levels of personal integrity. | Essential |
| ▪ Passionate about education and young people | Essential |
| ▪ Evidence of commitment to professional development | Essential |
| ▪ Understand the complex and demanding environment of an international school community | Essential |

OTHER CONDITIONS

Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.

Compliance with visa requirements for working in the UAE