

School of Creative Science

Job Description

Position Title: Teacher	Reports To: Director of Phase/Heads of Department
Team /Department: Teaching Department	Location: Sharjah Industrial Area
<p>Purpose of the Role: To teach pupils within the school and to carry out such other associated duties as are reasonably assigned by school management.</p> <p>The post holder may be responsible for the supervision of the work of classroom assistants relevant to his/her responsibilities.</p>	
<p>Working environment:</p> <pre> graph TD DP[Director of Phase] --> TL[Team Leaders Subject Coordinators Head of Departments] TL --> T[Teachers] T --> TA[Teaching Assistants] AC[Academic Consultant Lower & Higher Primary] -.-> TL AC -.-> T AC -.-> TA </pre>	
<p>Working relationships:</p> <ul style="list-style-type: none"> • Teaching Department • Director of Phase / Head of Subject • Classroom assistant / bathroom assistant 	<p>Member</p> <p>Reports to</p> <p>Guides, mentors and monitors</p>
<p>Key Responsibilities:</p> <p>Teaching activities:</p> <p>Planning:</p>	

- To achieve progression in pupil's learning through identifying clear teaching objectives and content; setting tasks for whole class, individual and group work including homework which challenges pupils and ensures high levels of pupil interest; plan opportunities to contribute to pupils' personal, spiritual, moral and cultural development etc.
- To complete the SCS templates for Planning.

Teaching and class management:

- To teach according to their educational needs, the students assigned to him/her, including the setting and marking of work to be carried out by the student in school and elsewhere.
- To set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.
- To establish a safe environment which support learning in which pupils feel secure and confident. To follow the SCS Behaviour Policy.

Assessing, recording and reporting:

- To assess how well learning objectives have been achieved and use this assessment to improve specific aspects of teaching.
- To be familiar with the statutory assessment and reporting requirements and know how to prepare and present informative reports to parents.
- To follow the SCS Assessment Policy.

Public examinations

- If relevant, to participate in arrangements for preparing students for public examinations and in assessing students for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for students' presentation for and supervision during such examinations.

Administrative activities:

- To participate in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials; and attending assemblies, registering the attendance of students and supervising students, whether these duties are to be performed before, during or after school sessions.

Other activities

- To promote the general progress and well-being of individual students and of any class or group of students assigned to him/her
- To provide guidance and advice to students on educational and social matters including information about sources of more expert advice on specific questions; making relevant records and reports;
- To make records of and reports on the personal and social needs of students and refer them to the Director of Phase if needed.
- To communicate and consult with the parents of students;
- To participate in meetings arranged at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.
- To advise and co-operate with the school management and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.
- To deliver 6 hours of ECA per year.
- To supervise and, so far as practicable, teach any students whose teacher is not available to teach them, as long as this cover does not take more than 10% of the school day.
- To perform any additional duty assigned by school management .

Continuous Professional Development

- To review from time to time his/her methods of teaching and programmes of work;
- To participate in arrangements for his/her further training and professional development as a teacher.

Key Accountabilities:

Knowledge and Understanding

Teachers should demonstrate that they have a thorough and up-to-date knowledge of the teaching of their subject and take account of wider curriculum developments which are relevant to their work.

Teaching and Assessment

Teachers should demonstrate that they consistently and effectively plan lessons and sequences of lessons to meet students' individual learning needs.

Teachers should demonstrate that they consistently and effectively use a range of appropriate strategies for teaching and classroom management.

Teachers should demonstrate that they consistently and effectively use information about prior attainment to set well-grounded expectations for students and monitor progress to give clear and constructive feedback.

Student progress

Teachers should demonstrate that, as a result of their teaching, their students achieve well relative to their prior attainment. This should be shown in marks or grades in any relevant national tests or examinations, or school-based assessment for students where national tests and examinations are not taken.

Wider Professional Effectiveness

Teachers should demonstrate that they take responsibility for their professional development and use the outcomes to improve their teaching and students' learning.

Teachers should demonstrate that they make an active contribution to the policies and aspirations of the school.

Professional/Educational Characteristics

Should hold a university degree and a certificate in teaching.

Should demonstrate that they are effective professionals who challenge and support all students to do their best through:

- (a) inspiring trust and confidence,
- (b) building team commitment,
- (c) engaging and motivating students,
- (d) critical thinking,
- (e) positive action to improve the quality of students' learning.