



## Classroom Teacher/Subject Teacher

**Job Title: Classroom Teacher/Subject Teacher**

**Reports to: Head teacher/Deputy Head/ Heads of Faculties**

**Last Revision Date: August 2013**

### ORGANIZATIONAL RELATIONSHIP

1. Responsible to the Head teacher
2. Responsible for departmental staff

### POSITION SUMMARY

To create an educational program considering the EAL needs of students and a classroom environment that is multicultural, gender and ability fair, that is favorable to learning and personal growth, and that is based on the commitment that all students can master the basic and essential skills at each year in addition, the teacher will be establish an educational program and environment to foster students' self-esteem motivation and sense of civic responsibility. Teacher will establish an effective rapport with students a good relationship with parents and other staff member.

### ESSENTIAL FUNCTIONS

- Follows professional practices consistent with school and system policies in working with students, students' records, parents, and colleagues.
- Interacts in a professional manner with students and parents.
- Is available to students and parents for conferences according to system policies.
- Facilitates home-school communication by such means as holding conferences, telephoning, and sending written communications through the teacher's portal on the Engage.
- Maintains confidentiality of students and students' records. Works cooperatively with school administrators, special support personnel, colleagues, and parents.

#### GES Vision

Our school seeks to provide a learning environment which is caring, motivating and supportive allowing all cultures within the GES community to achieve their personal best and to become responsible global citizens

#### رؤية المدرسة

تسعى مدرستنا لتوفير بيئة تعليمية تتسم بالرعاية والتشجيع والدعم، لتمنح جميع الثقافات الموجودة في المجتمع المدرسي الفرصة لتحقيق طموحاتهم الشخصية. ليصبحوا مواطنين ذوي مسؤولية عالمية



## PERFORMANCE RESPONSIBILITY:

### 1.0 Instructional Process

- Plan and implements a program of instruction that adheres the GES mission, philosophy, and objective and to the stated curricular standards and benchmarks.
- Plan and implements a program of instruction designed to meet the individual needs of a diverse student population.
- Creates a classroom environment conducive to learning.
- Utilizes differentiated teaching strategies.
- Maximizes student time on task.
- Encourage student enthusiasm for the learning process and the developments of good study habits.
- Incorporates currently appropriate educational (learning) technology effectively.
- Plans, implements and monitors purposeful assignments for teacher assistants and volunteers.
- Prepares cover folder containing appropriate information as required by the Head of Department/Year Group Leader.
- Demonstrates a requisite understanding of the subject matter.
- Uses effective oral and written expression.
- Cross curricular links

### 2.0 Student Evaluation

- Constructs and/or implements differentiated diagnostics and progress assessment measures for the purpose of the student placement, guiding student learning and evaluating student learning.
- Evaluates accomplishments of students regularly using multiple, differentiated assessment methods.
- Provides accurate, adequate and timely assessment results (including grades) and feedback to students and parents on portal and through other means of communication.
- Provides progress and interim reports as required.
- Respects the confidentiality of records and information regarding students, parents, and teachers
- Work closely with the learning support team to highlight SEN, G & T and EAL needs.

#### GES Vision

Our school seeks to provide a learning environment which is caring, motivating and supportive allowing all cultures within the GES community to achieve their personal best and to become responsible global citizens

#### رؤية المدرسة

تسعى مدرستنا لتوفير بيئة تعليمية تتسم بالرعاية والتشجيع والدعم، لتمنح جميع الثقافات الموجودة في المجتمع المدرسي الفرصة لتحقيق طموحاتهم الشخصية. ليصبحوا مواطنين ذوي مسؤولية عالمية



### 3.0 Classroom Management

- Develops, in accordance with the appropriate behavior policy, reasonable rules and procedures for classroom behavior.
- Takes necessary and reasonable precautions to protect students, equipment, materials and facilities.
- Maintains appropriate classroom environments, i.e. neatness, ventilation, temperature, lighting.
- Provides for supervision of students when a brief classroom or duty absence necessitates.
- Fulfills supervisory duties and actively supervises students in all areas of the school.
- Use of adult support staff

### 4.0 Professional Growth

- Solicits feedback and takes constructive action to improve his/her teaching performance.
- Continues professional growth through workshops, seminars, conferences, and/or advanced courses.
- Keeps up to date with subject matter knowledge and learning theory.
- Assists in the ongoing curriculum revision process including updating documents.
- Contributes in the professional developments and support of colleagues.
- Cooperates in the planning of in-service programs.
- Attends staff, department, and committee meetings as required.
- Attend EAL course offered by GES during 1<sup>st</sup> or 2<sup>nd</sup> term.

### 5.0 Public Relations

- Keep photographic evidence of classroom and lessons for PR purposes.
- Upholds and enforces board policy, administrative procedures, and school rules and regulations, and is supportive of them to GES associates and the public.
- Actively communicates, in both word and action, the positive aspects of our GES school program.
- Establishes and maintains cooperative relationships with other staff members.

#### GES Vision

Our school seeks to provide a learning environment which is caring, motivating and supportive allowing all cultures within the GES community to achieve their personal best and to become responsible global citizens

#### رؤية المدرسة

تسعى مدرستنا لتوفير بيئة تعليمية تتسم بالرعاية والتشجيع والدعم، لتمنح جميع الثقافات الموجودة في المجتمع المدرسي الفرصة لتحقيق طموحاتهم الشخصية. ليصبحوا مواطنين ذوي مسؤولية عالمية



## 6.0 Administration

- Plans and participates in appropriate grade and/or subject level trips and activities.
- Contributes to co-curricular and extra-curricular activities.
- Volunteers to serve on school committees.
- Performs clerical duties pertaining to textbooks, instructional supplies, equipment, student reports and records, attendance reports.....etc.
- Maintains appropriate work habits, including punctuality, attendance, the appropriate use of conference and planning time, .....etc
- Maintains a professional appearance, decorum, and behavior.
- To work on one or more of CIS accreditation committees (one committee has to be subject related)

## QUALIFICATION:

Valid teacher certification in the assigned teaching field.

This job description is subject to periodic change, following consultation with the post holder, to meet to developing needs of the School and perform other duties as assigned. Performance management assessment will be based on the responsibilities listed above and judgments will be made against these as part of the schools performance management cycle

Signed: ..... Date .....(Post holder)

Signed: ..... Date .....(Head teacher)

Last reviewed: August 2013

## GES Vision

Our school seeks to provide a learning environment which is caring, motivating and supportive allowing all cultures within the GES community to achieve their personal best and to become responsible global citizens

### رؤية المدرسة

تسعى مدرستنا لتوفير بيئة تعليمية تتسم بالرعاية والتشجيع والدعم، لتمنح جميع الثقافات الموجودة في المجتمع المدرسي الفرصة لتحقيق طموحاتهم الشخصية. ليصبحوا مواطنين ذوي مسؤولية عالمية