

## PRIMARY TEACHER JOB DESCRIPTION

<b>LOCATION</b>	Nord Anglia International School Al Khor
<b>JOB PURPOSE</b>	<p>To teach a single class of pupils within the Primary school and to carry out such associated duties as are reasonably assigned by the Head of Primary.</p> <p>To ensure that planning, preparation, recording, assessment and reporting meets the needs of the cohort and of its individuals.</p> <p>To actively contribute to the school, its wider community, its development and growth.</p>
<b>REPORTING TO</b>	Deputy Head of Primary, Head of Primary
<b>DIRECT REPORTS</b>	Head of Year
<b>OTHER KEY RELATIONSHIPS</b>	Learning Assistants, Assessment Coordinator, SEN Team, Heads of Department

KEY RESULT AREA	MEASUREMENT OF PERFORMANCE
<b>Engagement and Interaction - School Ambassador to Internal Community</b>	
<ul style="list-style-type: none"> <li>Be positive and welcoming to all visitors to the school.</li> </ul>	<ul style="list-style-type: none"> <li>Parent surveys</li> <li>Parent meetings and feedback</li> </ul>
<ul style="list-style-type: none"> <li>Know how to prepare and present informative reports to parents in a professional manner based upon monitoring procedures adhered to within the school.</li> </ul>	
<ul style="list-style-type: none"> <li>Facilitate parental engagement by ensuring Home Learning tasks are presented comprehensively and detail how parents can assist their children.</li> </ul>	
<ul style="list-style-type: none"> <li>Treat parents with respect at all times and go through the proper channels, using line managers if necessary, with all interactions with parents.</li> </ul>	
<b>Learning and Teaching</b>	
<ul style="list-style-type: none"> <li>Be committed to achieving the highest possible standards for all pupils.</li> </ul>	<ul style="list-style-type: none"> <li>Lesson Observations</li> <li>Book Monitoring</li> </ul>
<ul style="list-style-type: none"> <li>Foster the understanding, social and communication skills of our pupils.</li> </ul>	
<ul style="list-style-type: none"> <li>Have a positive attitude, maintaining excellent discipline and highly effective classroom management.</li> </ul>	
<ul style="list-style-type: none"> <li>Develop and organise the classroom learning environment effectively.</li> </ul>	
<ul style="list-style-type: none"> <li>Effectively meet the needs of individual pupils through a differentiated and personalised approach to teaching and learning.</li> </ul>	

<ul style="list-style-type: none"> <li>Challenge, inspire and motivate pupils and help them to expand their knowledge and deepen their understanding.</li> </ul>	
<ul style="list-style-type: none"> <li>Deliver the curriculum using a variety of teaching styles to meet the needs of a variety of learners and their styles.</li> </ul>	
<ul style="list-style-type: none"> <li>Effectively use ICT in day-to-day teaching and enable learning through ICT in the classroom.</li> </ul>	
<b>Planning, Preparation and Assessment</b>	
<ul style="list-style-type: none"> <li>Take responsibility for developing and implementing work schemes and lesson plans in line with the requirements of the curriculum and school policies.</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring of planning</li> <li>Pupil progress evident through data and children's work</li> </ul>
<ul style="list-style-type: none"> <li>Develop short, medium and long term plans in line with curriculum objectives with clear differentiation.</li> </ul>	
<ul style="list-style-type: none"> <li>Follow rigorous assessment processes, both assessment for learning and assessment of learning; to provide effective and timely feedback to pupils and parents.</li> </ul>	
<b>Professional and Personal Development</b>	
<ul style="list-style-type: none"> <li>Take responsibility for personal professional development and keep up to date with research and developments in education as relevant.</li> </ul>	<ul style="list-style-type: none"> <li>PD Logs</li> <li>Performance Management Conversations &amp; Records</li> <li>Lesson Observation Records</li> </ul>
<ul style="list-style-type: none"> <li>Carry out professional responsibilities in relation to school policies and procedures and practices.</li> </ul>	
<ul style="list-style-type: none"> <li>Have exemplary personal presentation and conduct.</li> </ul>	
<ul style="list-style-type: none"> <li>Evaluate own teaching critically and use such reflections to improve effectiveness.</li> </ul>	
<b>PERSONAL SPECIFICATIONS – Skills Knowledge and Experience</b>	
<ul style="list-style-type: none"> <li>Qualified teacher with substantial UK and/or international teaching experience</li> </ul>	Essential
<ul style="list-style-type: none"> <li>UK QTS and completion of NQT year</li> </ul>	Highly desirable
<ul style="list-style-type: none"> <li>Evidence of continuous professional development and commitment to further professional development</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Adhere to all school policies particularly those pertaining to Equal Opportunities, Health and Safety, SEN and Child Protection</li> </ul>	Essential
Knowledge	
<ul style="list-style-type: none"> <li>An understanding of a range of effective teaching &amp; learning tools</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Knowledge of the English National Curriculum</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Knowledge of the IPC</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>Knowledge of RWInc.</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>Knowledge of teaching English to non-native speakers (EAL)</li> </ul>	Essential

<ul style="list-style-type: none"> <li>• Knowledge of a range of assessment techniques including teacher assessment and use of standardised tests; ability to analyse data and use the results to inform planning</li> </ul>	Essential
<b>Skills</b>	
<ul style="list-style-type: none"> <li>• Promote the aims and objectives of the school and Nord Anglia Education</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Develop strong relationships within local communities and the wider Nord Anglia Education community</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Communicate effectively (both written and verbal) to a variety of audiences and influence a wide range of stakeholders</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Possess and apply excellent organisational, interpersonal and time-management skills</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Utilise IT effectively</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Understand and promote a culture of continuous school improvement.</li> </ul>	Essential
<b>Personal Attributes</b>	
<ul style="list-style-type: none"> <li>▪ High levels of personal integrity</li> <li>▪ Conscientious and able to focus on completing work to a consistently high standard</li> <li>▪ Flexible and positive approach to work</li> <li>▪ Excellent organisational and time-management skills; high attention to detail</li> <li>▪ Ability to work to tight deadlines and able to prompt others to ensure deadlines are achieved</li> <li>▪ Adaptable to working in a fast paced ever changing environment</li> <li>▪ Ability to work under pressure and remain calm</li> <li>▪ Proactive and willingness to take on multiple tasks</li> <li>▪ Self-motivated and enthusiastic</li> <li>▪ Ability to work independently</li> <li>▪ Must be a team player, willing to help and be flexible</li> <li>▪ Continually strive for improvement</li> </ul>	
<b>Other</b>	
<ul style="list-style-type: none"> <li>▪ Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.</li> <li>▪ Compliance with visa requirements for working in Qatar.</li> <li>▪ A commitment to safeguarding and promoting the welfare of all pupils, with the willingness to undertake appropriate child protection training as and when required.</li> </ul>	

## PHILOSOPHY AND VALUES

### **We are ambitious for our students, our people and our family of schools. We believe that:**

- There is no limit to what every person can achieve.
- Creativity and challenge help us get better every day.
- Learning should be personalised.
- Unique global opportunities enhance the learning experience.

### **The NAE Commitment**

At Nord Anglia Education, we work every day to inspire our schools, our students and our employees to be the best they can be, and we are ambitious for them all to achieve more than they thought possible in their personal, social and academic endeavours. Within our family of schools, this aspiration is underpinned by a commitment to always act with **respect, integrity, openness, courage and ambition**. These qualities are the foundation of how we approach our work and roles within NAE and are shared by everyone in our global family.

### **Promote and embodies *The CORE 7 Leadership Capabilities:***

- **Accountable** – Establishes a high performing culture and accepts accountability for organisational performance.
- **Strategic** – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction
- **Collaborative** – Works collaboratively with others to achieve organisational outcomes
- **Entrepreneurial** – Creates organisational value for diverse stakeholders and achieves commercial success
- **Enabling** – Drives excellence through valuing and developing others
- **Agile** – Achieves personal and organisational success within a changing, dynamic and complex environment
- **Resilient** – Demonstrates personal resilience within a demanding environment of high expectations

- Role-model the ‘Be Ambitious’ philosophy each day
- Feedback as a valued member of the team and the wider organisation