

## SECONDARY TEACHER JOB DESCRIPTION

<b>LOCATION</b>	Nord Anglia International School Al Khor
<b>JOB PURPOSE</b>	<p>To teach students who are assigned to the timetable within the school and to carry out such associated duties as are reasonably assigned by the Head of Secondary.</p> <p>To ensure that planning, preparation, recording, assessment and reporting meet the varying learning and social needs of the students.</p> <p>To be flexible and adjust to the needs of the school, actively contributing to its development and growth.</p>
<b>REPORTING TO</b>	Head of Secondary
<b>DIRECT REPORTS</b>	Head of Department, Deputy Head of Secondary
<b>OTHER KEY RELATIONSHIP</b>	Head of English (Primary and Secondary), SEN Director, Primary/Secondary Form Tutors

KEY RESULT AREA	MEASUREMENT OF PERFORMANCE
<b>Engagement and Interaction – School Ambassador to Internal and External Community</b>	
<ul style="list-style-type: none"> <li>Be positive and welcoming to all visitors to the school (outside agency, prospective parent, current parent, ...).</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>Prepare and present informative reports to parents in a professional manner based upon monitoring procedures adhered to within the school, whether during scheduled Parent-Teacher Meetings or during requested individual meetings.</li> </ul>	
<ul style="list-style-type: none"> <li>Facilitate parental engagement by ensuring homework tasks support the in-class learning and are presented comprehensively, and by uploading all necessary documents/resources on Show My Homework as per the timeline in place.</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 students.</li> </ul>	<ul style="list-style-type: none"> <li>Lesson Observations</li> <li>Learning Walks</li> <li>Book Monitoring</li> </ul>
<ul style="list-style-type: none"> <li>Foster the understanding, social and communication skills of our students.</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 so it is safe and conducive to student engagement.</li> </ul>	
<ul style="list-style-type: none"> <li>Be effective in meeting the needs of individual students and developing a differentiated approach to teaching and learning, and using the data collected.</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 learning styles.</li> </ul>	
<ul style="list-style-type: none"> <li>Have the ability to use ICT in day-to-day teaching and promote ICT-skill learning in the classroom.</li> </ul>	
<ul style="list-style-type: none"> <li>Embrace the role of a Form Tutor and contribute to the development/implementation of a PSHE curriculum.</li> </ul>	
<b>Planning and Preparation</b>	
<ul style="list-style-type: none"> <li>Take responsibility for following, developing (when necessary/requested) 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>Planning documents</li> <li>Student progress</li> </ul>
<ul style="list-style-type: none"> <li>Develop short, medium and long term plans in line with curriculum objectives with evident data-informed differentiation.</li> </ul>	
<ul style="list-style-type: none"> <li>Ensure rigorous assessment, both for and of learning, to provide effective and timely feedback to students.</li> </ul>	
<b>Professional and Personal Development</b>	
<ul style="list-style-type: none"> <li>Understand the need to take responsibility for their own professional development and keep up to date with research and developments in pedagogy as relevant to their own department(s)/Key Stage(s).</li> </ul>	<ul style="list-style-type: none"> <li>Performance Management targets and records</li> </ul>
<ul style="list-style-type: none"> <li>Understand and demonstrate their professional responsibilities in relation to school policies, procedures and practices.</li> </ul>	
<ul style="list-style-type: none"> <li>Act as a role model to the students they teach (professional conduct and personal presentation) at all times.</li> </ul>	
<ul style="list-style-type: none"> <li>Evaluate their own teaching critically and use this to improve their effectiveness.</li> </ul>	
<b>PERSONAL SPECIFICATIONS – Skills Knowledge and Experience</b>	
<ul style="list-style-type: none"> <li>Integrate technology into the classroom experience to enhance and extend the learning of students</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Successfully teach students using technology in a virtual/blended learning environment</li> </ul>	Essential
<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>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
<b>Knowledge</b>	
<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>	Desirable
<ul style="list-style-type: none"> <li>Understanding/Experience of international curricula</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>Understanding/Experience of a concept-based curriculum</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>Knowledge/Understanding of teaching English to non-native speakers (ESL)</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>Ability to 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>Display willingness to collaborate and support, and diligently complete duties, such as cover for colleagues (within or outside of their subject area(s), as and when necessary) and break duties.</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>High levels of resilience with an ability to maintain an impeccable attendance</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 support others so 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, within or outside of subject area(s) or Key Stage(s)</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>	

- 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 Qatar.
- A commitment to safeguarding and promoting the welfare of all pupils, and the willingness to undertake appropriate child protection training when required.

## 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.
- Student wellbeing should be valued and nurtured.

### **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

- Be a positive role-model of our educational values each day
- Feedback as a valued member of the team and the wider organisation