



JOB DESCRIPTION

JOB TITLE	Teacher of Arabic
DEPARTMENT/SECTION	MFL
REPORTS TO	Head of MFL
LINE MANAGES	N/A

JOB SUMMARY:

The Teacher of Arabic will be responsible for delivering high quality teaching, through planning engaging lessons to enable all STUDENTS to make the best possible progress. The Teacher of Arabic must be able to demonstrate excellent subject knowledge and communicate this in an enthusiastic and imaginative way. In addition, they will be expected to contribute to the routine and extra-curricular life of the school, as well as that of the department.

Roles and Responsibilities

- Teach across all levels and abilities.
- Develop, maintain and stimulate STUDENTS' curiosity, interest and enjoyment in Arabic
- Enable all STUDENTS to have equal access to Arabic and to experience success in their work
- Develop STUDENTS' familiarity, competence and confidence with appropriate Mathematical concepts, principles, methods and vocabulary
- Provide challenge for every student and to encourage all STUDENTS to achieve their potential in Arabic
- Develop STUDENTS' understanding and applications of Arabic in its wider context
- Make a contribution to and engage in extra-curricular Arabic.
- Share in departmental best practice
- Willingness to invest extra time to ensure students achieve the best standard
- Willingness to help out with departmental responsibilities

TEACHER - GENERIC DUTIES AND RESPONSIBILITIES

Below sets out the generic main duties and responsibilities of any teacher at KD Grammar School for Boys. Those holding positions of responsibility have specific job descriptions in addition to the duties described below. Above all, KD School teachers are professionals who carry out their duties responsibly and with regard for the best interests of their STUDENTS and the School.

Teaching and Learning

- Plan, prepare and deliver purposeful and productive lessons to assigned classes.
- Be prepared to innovate and devise imaginatively varied ways of teaching their subjects to inspire STUDENTS
- Contribute fully to the online learning delivery of lessons.
- Encourage STUDENTS and show enthusiasm for their subject in the classroom.

- Mark work according to departmental and School marking policies, giving appropriate feedback and maintaining records of student's progress in their subject.
- Demonstrate an awareness of Assessment for Learning strategies and personalise the learning of all STUDENTS, as appropriate.
- Select and use a range of different learning resources and teaching styles, appropriate to subject and topic.
- Participate in mutual lesson observations both within and beyond their department as a part of sharing best practice.
- Use teaching strategies that allow for the full range of ability and learning styles in each class, particularly taking into account the learning needs of SEN STUDENTS.
- Research new topic areas and maintain up-to-date subject knowledge.
- Undertake report writing and the award of internal grades as required.

Department

- Carry out any reasonable subject-related duties assigned to them by their Head of Department
- Attend department meetings and moderation meetings as requested by their Head of Department.
- Contribute to the Department's devising and writing of new subject materials when required.
- Make themselves familiar with the contents of their Department Handbook and endeavour to follow closely the guidance and Schemes of Work provided in this document.

Co-Curricular

- Contribute imaginatively to the co-curricular, extra-curricular and sporting programmes of the School as required by the Head of Department, and be prepared to run or assist with activities beyond lesson times and on Saturdays when required.
- Take part in the outdoor programme of the School in activities ranging from Games to the Duke of Edinburgh's.

Pastoral

- Ensure that they are familiar with the School's health and safety guidance and be responsible of their own health and safety and that of their STUDENTS.
- If full-time, be prepared to undertake the pastoral role of a form tutor.
- Manage student behaviour in the classroom, establish an orderly working environment and ensure the safety and good conduct of the STUDENTS, following the guidance in the Behaviour Policy (and the Disciplinary Framework) and to enforce the STUDENTS' Code of Conduct and Dress Code.
- If present in School, attend assemblies and supervising the STUDENTS, unless permission has been granted by Head Teacher/Deputy Head that they be excused.

Other Professional Duties

- Support and foster the school Faith Ethos and aims.
- Make themselves familiar with the contents of the Staff Handbook, the School's aims and policies and endeavour to follow these closely.
- Carry out such duties, including cover for absent colleagues and examination invigilation, as are allocated to them by their Head of Department or Senior Teachers, punctually and efficiently.
- Attend staff meetings, parents' evenings, presentation evening, Inset sessions and similar important functions both in and out of normal School hours, and participate in the main Saturday

Open Day for prospective parents and STUDENTS.

- Notify their Head of Department, Head Teacher and the Deputy Head as early as possible if they are going to be absent from School and set rigorous, appropriate work.
- Attend relevant in-service training each year, after obtaining the consent of their Head of Department and the Head Teacher
- Take part in the School's performance management scheme and appraisal

***KDGB IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN.
APPOINTMENT TO THIS POSITION REQUIRES AN ENHANCED DBS DISCLOSURE.***

SAFEGUARDING:

The post holder will be required to;

- ▯ Submit an Enhanced Disclosure and Barring Check (DBS).
- ▯ Complete Safeguarding Training.
- ▯ Promote and safeguard the welfare of all children and young person's they are responsible for, or come into contact with.

KD'S POLICY AND PROCEDURE

The post holder is required to actively follow and abide by all KD Grammar School for Boys policies and procedures including Equal Opportunities, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the post holder.

The post holder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested by the line manager or Head of Department.



PERSON SPECIFICATION		
JOB TITLE	Teacher of Arabic	
DEPARTMENT/SECTION	MFL	
CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS:		
Good Degree from a recognised university	✓	
Qualified teacher status	✓	
EXPERIENCE:		
Experience of working as part of a curriculum team to design and develop resources to support learning		✓
Working with young people in a mentoring or tutorial capacity	✓	
Running co-curricular activities and inspiring participation		✓
Proven record of developing schemes of work		✓
Raising attainment	✓	
KNOWLEDGE & SKILLS:		
Knowledge of a range of pedagogic approaches to cater for different learning styles and ensure that all students are engaged	✓	
Up-to-date subject knowledge	✓	
Understanding of what constitutes effective teaching for learning	✓	
The capacity to form positive learning - centred relationships with young people from a diverse range of backgrounds	✓	
Excellent classroom practitioner (or potential to be)	✓	
Advanced level of ICT skills		✓
Excellent communication skills, orally and written	✓	
Flexible approach and readiness to respond to individual student needs	✓	
APTITUDES:		

Commitment to improving teaching and learning, and continued professional development	✓	
Ability to work well as part of a team, and to build trust and openness	✓	
Discretion, courtesy, honesty and integrity	✓	
Reliable, punctual, diligent and well-organised	✓	
Open-minded and forward-thinking approach to positive use of technology in education	✓	
Passion, enthusiasm, and ability to motivate and inspire STUDENTS for the subject	✓	
Commitment to safeguarding and the welfare of STUDENTS	✓	
Willingness to be involved in the wider life of the school	✓	