

**Section 1 | Job Details**

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| <b>Post Title</b>          | <b>Teacher of Arabic</b> |  |
| <b>Reporting to</b>        |                          |   |
| <b>Dotted Line Manager</b> |                          |   |
| <b>Business Unit</b>       |                          |   |
| <b>Department</b>          |                          |   |

**Section 2 | Job Purpose****Section 3 | Dimensions**

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|--|------------------------|--|
| <b>Staffing Accountability</b>           | <b>Direct Reports</b>  |  |
|  | <b>Total Team size</b> |  |
| <b>Financial Accountability (Annual)</b> |                        |  |

**Section 4 | Key Accountabilities**

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| <b>Main Duties</b>     | <p><b>Key Task:</b></p> <ul style="list-style-type: none"> <li>To deliver lessons that inspire students to succeed in order to achieve the best possible outcomes.</li> <li>Roles and responsibilities include: <ul style="list-style-type: none"> <li>Teamwork and collaboration</li> <li>To be a good communicator at all levels.</li> <li>Be committed to developing positive relationships with all members of the school community.</li> <li>Working alongside fellow teachers to plan engaging lessons that meet requirements of the curriculum.</li> <li>Liaising with colleagues and working flexibly.</li> <li>Working with parents to ensure the happiness and best academic outcomes for all children.</li> <li>Working cooperatively with curriculum support staff (where applicable) to support children's development.</li> </ul> </li> </ul>  |
| <b>Specific Duties</b> | <p><b>Teaching and learning:</b></p> <ul style="list-style-type: none"> <li>Clear understanding of the Curriculum.</li> <li>Organising the classroom provision and learning resources and creating displays to encourage a positive and engaging learning environment.</li> <li>Planning, preparing and presenting sessions that cater for the needs of the whole ability range within the class.</li> <li>Motivating pupils with enthusiastic, imaginative teaching.</li> <li>Observing and assessing children in line with school assessments.</li> <li>Being reflective of the classroom provision, sessions taught, progress made, and adjusting environment, planning and curriculum to reflect this.</li> <li>Meeting with other professionals such as speech and language therapists, occupational therapists and educational psychologists, if required.</li> <li>Ensure the Al Mamoura Academy Teacher and Learner DNA language and attitudes are being embedded throughout the curriculum</li> </ul> <p><b>Assessment and data:</b></p> <ul style="list-style-type: none"> <li>Taking responsibility for the progress of a class.</li> <li>Meeting requirements for the assessment and recording of student's development using Target Tracker.</li> <li>Using data provided by assessments to influence further planning, provision and intervention.</li> <li>Providing feedback to parents and carers on a student's progress at Parent Teacher Conferences and other meetings</li> </ul> |

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|  | <p><b>Behaviour management and duties</b></p> <ul style="list-style-type: none"> <li>Follow the school's behaviour policy.</li> <li>Manage classes effectively, using approaches which are appropriate to students' needs in order to inspire, motivate and challenge pupils.</li> <li>Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary within the school's behavioural policy.</li> <li>Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils.</li> <li>Have high expectations of behaviour, promoting self-control and independence of all learners.</li> <li>Carry out duties as directed and within the school's policy.</li> </ul> <p><b>Wider professional responsibilities</b></p> <ul style="list-style-type: none"> <li>To work as part of a curriculum action group, supporting planning, assessment, resources and special events linked to that team.</li> <li>Support the organising and taking part in school events, outings and activities which may take place at weekends or in the evening.</li> <li>Communicate effectively with parents/carers with regards to student's achievements and well-being using school systems/processes such as CPOMS as appropriate.</li> <li>Make a positive contribution to the wider life and ethos of the school</li> <li>Run a weekly ECA each term.</li> </ul> |
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## Section 5 | Communications & Working Relationships

| Internal | External |
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## Section 6 | Qualifications, Experience & Skills

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| <b>Minimum Qualifications</b>              | <ul style="list-style-type: none"> <li>Bachelor's Degree in the related subject with PGCE or other teacher qualification</li> </ul>   |
| <b>Minimum Experience</b>                  | <ul style="list-style-type: none"> <li>Minimum 1- 2 years Teaching experience</li> </ul>  |
| <b>Job Specific Knowledge &amp; Skills</b> | <ul style="list-style-type: none"> <li>Previous experience working with students whom English is not their first language</li> <li>Passion for teaching and commitment to educating the whole child</li> <li>A high level of professionalism and consideration of the well-being of children</li> <li>Recent and consistent involvement in extra-curricular activities</li> <li>Respect for all members of a school community, irrespective of position, gender, age and ethnic background</li> <li>A positive and solution-focused attitude to working life</li> <li>A clean enhanced Disclosure and Barring Services check or police check</li> </ul> |

## Section 7 | Safeguarding

**Aldar Education is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Offers of appointment are subject to satisfactory references and police clearance.**

## Section 8 | Approvals

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| <b>Department Leader</b>           |
| <div>Title: Signature: Date:</div> |
| <b>Human Resources</b>             |
| <div>Title: Signature: Date:</div> |

Section 9 | Employee Acceptance

Employee

Title:

Signature:

Date: