



Job Description: Teacher : EARLY YEARS/KS1

Park House English school is committed to safeguarding and promoting the welfare of pupils and expects all staff members to share this commitment.

Line Manager: Head of Primary

Overseen by: Principal

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| CHILD PROTECTION, STUDENT WELFARE, HEALTH AND SAFETY | <ul style="list-style-type: none">• Promote and safeguard the welfare of all pupils• Have a full understanding of and follow the school's Child Safeguarding Policy and associated procedures• Maintain good order and discipline amongst the pupils and safeguard their health and safety both when they are on the School Premises and when they are engaged in authorised School activities off site (in line with policy)• Ensure that every pupil has the opportunity to discuss concerns and issues Ensure Trips & Visits Procedure is followed at all times when planning educational visits |
| PURPOSE | The purpose of the role of Class Teacher is to share the responsibility for planning, teaching and assessments of the subjects assigned that guides and encourages students to develop and fulfill their academic potential. They must take responsibility for promoting high standards of literacy and articulacy as well as set high expectations and standards which inspire, motivate and challenge pupils. The Class Teacher will be a suitably qualified educator with a proven capacity to lead and effectively deliver teaching and learning to a very high standard. They will be accountable for ensuring that children are inspired, motivated and equipped to make as much progress with their learning as possible and as independently as possible. The incumbent will work closely with colleagues and support the work of the school. They will require initiative, be empathetic and proactive, with a personable and positive character. The post holder will be required to have a positive impact on the work of the school e.g. through subject leadership and extra-curricular activities. Experience working with students for whom English is an additional language would be an advantage. |
| DUTIES AND AREAS OF RESPONSIBILITY | LEARNING AND TEACHING Set high expectations which inspire, motivate and challenge pupils <ul style="list-style-type: none">• Establish a safe and stimulating environment for pupils, rooted in mutual respect• Set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions |



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| | <ul style="list-style-type: none">• Demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils <p>Promote good progress and outcomes by pupils</p> <ul style="list-style-type: none">• Be accountable for pupils' attainment, progress and outcomes• Be aware of pupils' capabilities and their prior knowledge, and plan teaching to build on these• Guide pupils to reflect on the progress they have made and their emerging needs• Demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching• Encourage pupils to take a responsible and conscientious attitude to their own work and study <p>Demonstrate good subject and curriculum knowledge</p> <ul style="list-style-type: none">• Have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain pupils' interest in the subject, and address misunderstandings• Demonstrate a critical understanding of developments in the subject and curriculum areas, and promote the value of scholarship• Demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever your specialist subject• If teaching early reading, demonstrate a clear understanding of systematic synthetic phonics• If teaching early mathematics, demonstrate a clear understanding of appropriate teaching strategies <p>Plan and teach well-structured lessons</p> <ul style="list-style-type: none">• Impart knowledge and develop understanding through effective use of lesson time• Promote a love of learning and children's intellectual curiosity• Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired• Reflect systematically on the effectiveness of lessons and approaches to teaching• Contribute to the design and provision of an engaging curriculum within the relevant subject area(s) <p>Adapt teaching to respond to the strengths and needs of all pupils</p> <ul style="list-style-type: none">• Know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively• Have a secure understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these• Demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils' education at different stages of development |
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| | <ul style="list-style-type: none">• Have a clear understanding of the needs of all pupils, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them <p>Make accurate and productive use of assessment</p> <ul style="list-style-type: none">• Know and understand how to assess the relevant subject and curriculum areas, including internal and external assessment requirements• Make use of formative and summative assessment to secure pupils' progress• Use relevant data to monitor progress, set targets, and plan subsequent lessons• Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback <p>Manage behaviour effectively to ensure a good and safe learning environment</p> <ul style="list-style-type: none">• Have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy• Have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly• Manage classes effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them• Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary <p>Fulfil wider professional responsibilities</p> <ul style="list-style-type: none">• Make a positive contribution to the wider life and ethos of the school, including fulfilling extra-curricular activity expectations and other 'out of hours' requirements• Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support• Deploy support staff effectively• Take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues• Communicate effectively with parents with regard to pupils' achievements and well-being <p>General</p> <ul style="list-style-type: none">• To complete all other tasks that can be reasonably expected of a teacher |
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| | <ul style="list-style-type: none">To be fully aware of Health and Safety across the school <p>Health and Safety</p> <ul style="list-style-type: none">Emphasizes the importance of safety in all areas of the curriculum, communicating to the pupils the importance of a responsible attitude towards personal safety, the safety of others and respect for Park House English School's property and equipmentSafeguard Park House studentsTake all necessary and reasonable precautions to protect students, equipment, materials, and facilitiesAssist in implementing all policies and rules governing student life and conductEnsure that, all the necessary health and safety rules and procedures are being followedMaintain an awareness of all the health and safety measures to be taken when in school <p>PERSONAL AND PROFESSIONAL CONDUCT</p> <p>All teachers are expected to demonstrate consistently high standards of personal and professional conduct.</p> <p>Teachers must maintain high standards of ethics and behavior, within and outside school, by:</p> <ul style="list-style-type: none">Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional positionHaving regard for the need to safeguard pupils' well-beingShowing tolerance of and respect for the rights of othersNot undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefsEnsuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the lawTeachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality <p>Teachers must have an understanding of, and always act within, the cultural expectations of Qatar and the policies and expectations of the school which set out their professional duties and responsibilities.</p> |
| PROFILE | <ul style="list-style-type: none">UK Bachelors Degree in Education, orBachelor's Degree, as well as PGCE (Post Graduate Certificate of Education) with QTS or equivalentFluency in English is mandatoryChild safeguarding trainedMinimum 3 years of relevant experienceMeet professional teacher education requirements of school |



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| | <ul style="list-style-type: none">• Must hold a current Enhanced Criminal Records Bureau Disclosure, or equivalent, for countries lived in outside of the UK |
| SKILLS AND ABILITIES | <p>Competencies</p> <ul style="list-style-type: none">• In-depth knowledge and understanding of School curriculum (English National Curriculum – Primary) and associated assessment methods• Up to date curriculum developments• Application of effective teaching and learning theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies)• Proven management skills• Excellent communication skills and command of the English language, in spoken and written form• Presentation skills with the ability to present information in a concise and professional manner to a variety of audiences• Organization skills: well organized and able to prioritize, multi tasks and meet deadlines• The ability to work on a regular and punctual basis• Flexible and work well under pressure• Customer service• Critical thinking• Ability to negotiate, persuade and motivate others• Willing attitude to be a part of the school team• Strong sense of professionalism• Safeguarding and welfare of children• A collaborative team-player with excellent interpersonal skills• The ability to develop good personal relationships within a team• Behaviour management• Demonstrated competency to use computer applications related to the role, including word processing and spreadsheet applications• Record keeping and report preparation methods• Interpersonal skills including tact, courtesy and patience• Customer focused• Willingness to undertake appropriate Professional Development <p>Attributes</p> <ul style="list-style-type: none">• Empathetic listener• Integrity and confidentiality• Internationally minded• Emotional intelligence• Intercultural awareness, creative• Flexible and a can-do attitude• Passionate about delivering quality education• Able to command respect of pupils, colleagues and parents• Driven by wanting to improve quality and develop the school• Reliable with an attention to detail and a commitment to quality |



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| | <ul style="list-style-type: none">An innovator with a willingness to embrace change |
| OTHER | <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p>This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.</p> <p>As a member of the staff of Park House you will need to comply with the below:</p> <ul style="list-style-type: none">Compliance with the school's Vision, Mission and PoliciesPositive Professional Relationship with all staff members are maintainedContact with students is on a strictly professional basis with the physical and emotional safety of students being of paramount importanceThe hours of work as arranged with the principal are strictly followedThis position entails working with information, much of which is held in confidence. Under no circumstances is this confidentiality to be compromised |

| Approvals | |
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| Line Manager: | Principal: |
| Employee: | HR: |

The International Schools Partnership

Park House English School is part of The International Schools Partnership (ISP).



The International Schools Partnership (ISP) is a growing group of committed colleagues in financially responsible schools around the world, all of which aim to be the school of choice in their local area. Learning is at the heart of everything we do for our pupils, colleagues and parents. We are committed to getting better, all the time.

ISP was founded by an experienced team of committed educationalists and commercial operators who have worked together over many years. Our growing group of private schools located in the UK, the USA, Europe, Costa Rica, Chile, Colombia, Ecuador, the United Arab Emirates, Qatar, Malaysia, Mexico and Peru educate children and pupils from 2-18 years of age. We have now expanded to 45 schools delivering multiple curricula and building on local brands and reputations with around 45,000 pupils and 7,000 staff located across the globe.

We believe that successful schools are the ones that put learning at the heart of everything they do, always aiming to create rounded individuals that are able to forge successful careers and lives in a rapidly changing world. Our goal is to enable our schools as the leading school of choice in their local area. We are a truly international group working in different cultures and speaking different languages. We work across countries and cultures, too, by working with each other and with other schools and communities. At ISP we continue to engage with schools around the world who are interested in becoming part of our global group of schools and look forward to welcoming more pupils and staff to the group.

All our schools:

- Help children and pupils learn to levels that amaze them.
- Inspire children and pupils to be successful now and equip them to be successful later.
- Are truly international, working in partnerships within and across regions, cultures and languages.
- Aim to be the schools of choice for children, pupils and their families, wherever we are.

Park House English School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All shortlisted candidates and post holders are subject to appropriate International Criminal and Child Protection Background Checks or equivalent, covering the previous 10 years of employment history. Park House English School recruit teachers in several ways including direct application to the school and through international teacher recruitment agencies and organizations.