

Role Profile

Role	Teacher of Arabic at GCSE and A Level	School	Oryx International School
Line Management	NA	Reporting To	Head of Department
Internal and External Interactions	Principals, School Staff, Students, Orbital Education, Parents	Hours	40 hours per week

Background and Role Purpose

As the **Background**

Educating nearly 2,000 students, Oryx International School delivers the best of British education exclusively to the children of employees of Qatar Airways and its approved subsidiaries. Owned by Qatar Airways and managed by Orbital Education, the school provides the highest standard of facilities and the best British International education in a safe, caring and welcoming environment. The school's Mission is to deliver an engaging, value-rich, broad and balanced 'British International Education Programme' to the children of the employees of Qatar Airways through highly qualified and experienced UK curriculum teachers. The vision of the school is to ensure that students leave Oryx International School equipped, confident, and ready to face the challenges that their next stage of life will bring. Students in their time studying at the school, will have developed effective behaviours that will enable them to thrive and succeed as global citizens of the 21st century, thanks to our school Values and approach to education. For more information, www.oryxschool.qa

Role & Purpose

We are seeking an enthusiastic and qualified/experienced Teacher of Arabic at GCSE and A Level, with a passion for lifelong learning and the desire to help students realise their aspirations. The candidate will be responsible for the provision of a full learning experience and support for students.

i) Key Accountabilities and Skills

- The ideal candidate will be a hardworking and enthusiastic teaching professional with a strong academic background in teaching Arabic at A GCSE and A Level. They should show excellent subject knowledge and ideally have experience of the Cambridge GCSE /A Level syllabus
- The School values the experience and knowledge teachers can bring from a secondary school environment. The candidate must be able to demonstrate that they can implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students.
- To monitor and support the overall progress and development of students as a teacher/form tutor. This role requires an energetic and dedicated teaching professional, who can make a significant contribution to our school community by engaging, motivating and challenging students to achieve their very best.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential. You will be self-motivated, a good communicator and have the ability to manage and teach students to achieve their best outcomes. The successful candidate will hold a teaching qualification and have experience of teaching KS4 and KS5 students.

Key Skills

- Experience of successful and innovative teaching at Key Stage 4 and 5.
- An excellent classroom practitioner with a genuine passion for teaching, able to lead by example and inspire students.
- A relevant Bachelor's degree & PGCE (or equivalent).
- Experience of marking, assessing and moderating GCSE and A Level examinations.
- Resilient and adaptable to changing circumstances.
- Organisation, discretion, flexibility, and attention to detail.
- Excellent skills in oral and written communication in English.
- Willingness to contribute to the extra-curricular life of the school.
- People oriented - building positive relationships; good team player; excellent communication skills, with the ability to form strong professional relationships with students, staff and parents.
- A high level of cultural sensitivity and the ability to treat all staff, students and parents equally regardless of ethnicity, religious or political persuasion, gender orientation or disability.

Curriculum Development

- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies.
- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the subject area.
- To complete the relevant documentation to assist in the tracking of students and to use this information to inform teaching and learning.
- Integrate formative and summative assessment into weekly and termly planning or as frequently as required.

Staff Development

- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.
- To take part in the review, development and management of activities relating to the curriculum, organisation of the course being taught and outcomes of the students.

Communication

- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the School.
- To follow agreed policies for communications in the School.

Management of Resources

- To contribute to the process of the ordering and allocation of equipment and materials for the subject.
- To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources.

Teaching

- To teach a class of students, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs and adhere to school requirements.
- Maintain and promote the positive ethos and core values of the school, both inside and outside the classroom.
- To provide a stimulating and welcoming classroom environment, where all students feel valued.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.

- To provide written assessments, reports and references relating to individual students and groups of students.
- Be able to set clear targets, based on prior attainment, for students' learning.
- To ensure that ICT, Literacy, Numeracy, Global Citizenship and Internationalism are reflected in the teaching/learning experience of students.
- To ensure a high-quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials related to the GCSE and A Level courses.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To undertake assessment of students as requested by external examination bodies, the subject area and school procedures.

ii) General Activities and Requirements

Duties

- Implement agreed school policies, procedures and guidelines.
- Fully support initiatives decided by the Executive Principal and other delegated staff.
- Participate in meetings which relate to the school's management, curriculum, administration or organisation as required.
- Communicate and co-operate with specialists from outside agencies when necessary.
- Maintain good order and discipline amongst students, in accordance with the school's behaviour policy.
- Lead, organise and direct support staff within the classroom (if appropriate).

Other

- To have professional regard for the ethos, policies and practices of Oryx International School, and maintain high standards in your own attendance and punctuality.
- Perform any reasonable duties as requested by a member of the Leadership team.

Note: This job description provides an outline of the range of duties that can be expected of a post holder of this level and is not a comprehensive or exhaustive list.

Commitment to Safeguarding

Oryx International School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to home country Police clearance and ICPC. The post holder is expected to actively contribute towards the ethos and work of the school and involve themselves in the life of the school at all levels. This includes, although is not limited to, attendance at staff meetings, involvement in all school events whether during or after the normal school day, providing support and guidance to non-teaching and administrative staff and supporting the school in the wider delivery of its objectives and goals. The post holder is also expected to carry out any other duties as reasonably requested or required by the Executive Principal to ensure the effective running of the school.



iii) Line Manager's signature

Signature: _____

Date: _____

Job Description Acceptance Acknowledgement

I have received a copy of this job description that pertaining to my position.

Position: _____

I have reviewed this job description, understood my duties and my role, and accept that this may change based on the school's operational needs. Any questions about additional duties should be discussed with my line manager or HR.

Employee signature: _____

(Sign over printed name)

Date: _____