



Job Description Subject Teacher

Job Details	
Position / Title	Subject Teacher
Department	Academic
Reports To	Subject Coordinator
Line Manager	
Job Code	JD/HR/029a
Prepared/Revised On	01 January 2020
Job Purpose	
<p>To teach and educate students according to the guidelines provided by the curriculum framework as per ADEK rules and regulations to enhance the student's skills and knowledge.</p> <p>To teach and educate students according to the educational needs, abilities and attainment potential of individual students entrusted to his/her care by the supervisor.</p>	

Responsibilities	
1.	Fulfil the requirements of the agreed contract of employment; abide by the rules and regulations laid down in the Teacher's Guide, and any other memorandum of instructions issued by the ICS's administration from time to time.
2.	Teach up to a maximum of 80% time-tabled lessons per week.
3.	Ensure regular attendance and timely arrival at school and do not leave the school premises without permission until the final bell has rung at the end of the day.
4.	Follow up on and maintain a proper record of student work, including daily work, quizzes, tests and examinations.
5.	Prepare and submit typed test and examination papers with full mark schemes and rubric by the due dates.
6.	Attend other scheduled school activities such as assemblies, workshops, seminars and meetings as required in fulfilment of school and ministerial requirements.

7.	Perform substitution and other non-teaching duties in and around the school according to the scheduled roster of teacher duties.
8.	Perform the duties of a Class Tutor if called upon to do so.
9.	Assist at all times with the maintenance of the school discipline and the smooth running and movement of class throughout the school.
10.	Maintain a high standard of class discipline in order to facilitate an environment conducive to teaching and learning.
11.	Record all instances of absence from class, late coming, abuse of school and personal property, failure to bring correct books to the lesson and any other transgression which impacts negatively on the teacher's ability to teach. Follow up on appropriate disciplinary measures to counteract such misdemeanours.
12.	Ensure that students are appropriately and constructively occupied with a learning activity at all times, including during substitution periods.
13.	Identify students who are struggling in a subject and advise the Academic Coordinator of such underachievement. Cooperate with the Academic Coordinator and parents in devising a strategy or individual education plan of corrective action for the struggling student.
14.	Identify students who are achieving excellence in a subject and promote excellence through a programme of appropriate recognition and or reward.
15.	Maintain proper records of course marks for calculation of final results as well as compilation of descriptive remarks for report cards.
16.	Be fair and consistent in dealing with individual students and avoid any form of personal criticism or physical contact which may be deemed culturally offensive, inappropriate or unacceptable.
17.	Maintain professional standards in all interactions with parents to support and develop the ICS parents mutual partnership.
18.	Acknowledge and respect the professionalism of peers and assist peers and Academic Coordinators wherever necessary within a team spirit.
19.	Follow and adhere to the ICS Confidentiality Policy.
20.	Uphold the ICS code of conduct and all ICS policies, rules and procedures in a supportive and positive manner.
21.	Follows any other instructions and performs any other related duties as assigned by the Principal and/or Vice / Assistant Principals, where they do not breach ICS policies.
Key Performance Indicators (KPI's)	
1.	Implementation of relevant school policies and procedures.

2.	Meet all deadlines.
3.	Effective relationships with parents and students.
4.	Create a Safe and ordered learning environment.
5.	Ensuring each student makes progress in every lesson.
6.	Ensure lessons develop independent learners.
7.	Well planned differentiated weekly and unit plans.
8.	Detailed data analysis on summative and formative assessment tools.
9.	Daily marking of books, with weekly developmental comments.
10.	Termly displays as per policy.
11.	Correct exam papers and all summative assessment tools.
12.	Identify and generate reports based on student performance at different levels.
13.	On time reporting of student behaviour and academic progress.
14.	Follow up instruction from supervisor and academic coordinator.
15.	Timely attendance of school activities.

Communications and Working Relationships

Internal: Vice principal, Principal, Supervisor & Coordinator

External: Parents

Qualifications and Experience

Minimum Qualifications:

- Bachelor's Degree in Education or equivalent appropriate to subject
- Certification or licence as required by relevant State/Country

Minimum Experience: 2-10 years' experience in a similar industry.

Preferred: GCSE experience
ENC experience

Competencies and Skills

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| 1. | Excellent communication skills |
| 2. | Teaching, planning and organizational skills |



3.	Problem-solving skills
4.	Energy and Enthusiasm
5.	Excellent judgement
6.	Ability to work under pressure and to meet deadlines scheduled
7.	Ability to be adaptable and flexible
8.	Creative and artistic teaching abilities
9.	Ability to work as part of a team
10.	Keep abreast with the latest trends and best practices
11.	Understanding and proficiency in relevant technology
12.	Good organization and administratively skills in terms of record keeping and follow up.
13.	Patience and empathy in responding to the unique needs of individual students.
14.	Assertiveness and fairness in handling conflict and behavioural problems.
15.	Competent in the operation of a range of standard audio-visual teaching aids.
16.	Knowledge of current educational and instructional methodologies and techniques
17.	Excellent knowledge of child development and latest education theories and practices
ICS is committed to Child Protection and promoting the welfare of Children and Young People. All successful candidates will be subject to Police Checks and ADEK approval.	

Approvals and Job Holder Acknowledgement			
	Name	Signature	Date
Employee			
Head of Department			
Principal			