

Key Stage One Teacher
Job Description

The Role	
Location	MNS-D
Department	MNS-D
Reports To	Principal
Work Type	Full-time
Working Hours	7:30 AM to 3:10 PM Sunday to Thursday, and as required to fulfil the requirements of the job
Contract Duration	Two years
Probation Period	Three Months
Skills	Organisational skills, good at multi-tasking, proactive and can problem-solve Able to establish a good rapport with children between ages 5-7 years. Excellent attention to detail Excellent pedagogical knowledge Exemplary interpersonal skills Prioritises effectively
Last Revised	March 2020

Post Purpose

- To teach the student the fundamentals of primary education
- To create a learning environment that will positively impact the student
- To create lesson plans that will best suit the class
- To motivate the student's imaginative skills, while maintaining discipline
- To develop lesson plans that cater to the needs of everyone's ability in the classroom
- To communicate with parents, giving them their children's report on school progress
- To work with other staff members to ensure activities are done in relation to the curriculum
- To organise and take part in events and trips relating to the KS1 students, can include required evenings and/or weekends with/without the children
- To ensure the lesson is up to date with the curriculum
- To work with the school board to ensure the development of the school.
- To attend meetings that involve professional bodies when called upon.

Responsible for

Children aged between five and seven

Liaise with

Principal, teaching staff, students, parents, and prospective parents.

Quality Assurance

To contribute to the process of monitoring and management of students in Key Stage 1 and ensure they grow intellectually

To seek/implement modification and improvement where required.

School Ethos

To play a full part in the life of the school community, including school events, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.

To support the school in meeting its legal requirements.

To actively promote the school's values.

Health & Safety

To comply with the school Health & Safety policy

To undertake and support risk assessments as appropriate.

1.0 Raise Standards of Progress and Achievement

1.1 Set student achievement targets and report on progress against these targets

1.3 Ensure high-quality interventions strategies are implemented

1.4 Ensure high-quality reports on students progress are provided to parents

2.0 Develop and Implement a Robust Curriculum

2.1 Participate in the development of a comprehensive scope and sequence of the English National Curriculum for the KS1 students.

2.2 Request the purchase of resources is aligned to curriculum outcomes and effectiveness evaluated.

2.3 Oversee education outside the classroom experiences for KS1 students (as appropriate).

3.0 Support Student Learning and Behaviour

3.1 Provide pastoral care to students and inform KS1 Coordinator in case of any unresolved issue

3.2 Produce pastoral care reports

3.3 Liaise with Pupil Support Department as required.

3.4 Ensure timetabling protect learning time and time allocations are in line with policy.

4.0 Work effectively with Parents

4.1 Ensure that parents receive all the school information they require

4.2 Meet parents at their request in case of any issue.

5.0 Administrative Tasks

5.1 Assist with the implementation of school events

5.2 Ensure emails are responded to in a professional and timely (24hrs) manner

5.3 Action any team meeting minutes as required, promptly

6.0 Actively Participate as a member of the School Team

6.1 Attend staff meetings as scheduled and action items as required, promptly

6.2 Support the Principal to action and communicate the school vision, mission and ethos.

Undertake any other reasonable requests as made by the Principal to contribute to the continued smooth running of the Multinational School-Dhahran.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, maybe changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade. While every effort has been made *to* explain the primary duties and responsibilities of the post, each task undertaken may not be identified.

Signed: _____
(Employee)

Date: _____

Signed: _____
(Principal)

Date: _____