

**Key Stage Two Teacher**  
**Job Description**

The Role	
<b>Location</b>	MNS-D
<b>Department</b>	MNS-D
<b>Reports To</b>	Principal
<b>Work Type</b>	Full-time
<b>Working Hours</b>	7:30 AM to 3:10 PM Sunday to Thursday, and as required to fulfil the requirements of the job
<b>Contract Duration</b>	Two years
<b>Qualifications / Experience</b>	Undergraduate or postgraduate degree from an accredited University / qualification to the equivalent of degree level in a specialist subject or a related subject. Qualified Teacher Status (QTS) or equivalent At least two years teaching experience; with experience with different primary ages.
<b>Probation Period</b>	Three Months
<b>Last Revised</b>	March 2020

**Post Purpose**

- To teach the students the essentials of primary education
- To create a learning environment that will positively impact the students
- 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 KS2 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.

### **Skills**

Prioritises effectively  
Organisational skills, good at multi-tasking, pro-active and can problem-solve  
Able to establish a good rapport with children between ages 7-11 years.  
Excellent attention to detail  
Excellent pedagogical knowledge  
Exemplary interpersonal skills

### **Responsible for**

Children aged seven to eleven

### **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 2 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 and 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 KS2 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 KS2 students (as appropriate).

### **3.0 Support Student Learning and Behaviour**

3.1 Provide pastoral care to students and inform KS2 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 require, 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: \_\_\_\_\_