



# DOHA ENGLISH SPEAKING SCHOOL

Learning Together • High Expectations • Celebrating Success

## Job Description

### Class Teacher

**Responsible to:** Year Phase Leader → Deputy Headteacher → Headteacher

### General

You will be expected to deliver the curriculum for your assigned Year Group, to co-operate in planning, and to fulfill all administrative tasks associated with the class-teacher role. Your terms and conditions will be as set out in the latest version of the school Terms and Conditions of Employment document.

### Specific Responsibilities to Include

- The pastoral welfare of a class in the Primary years age range
- To teach planned work from the DESS curriculum framework, ensuring efficient delivery of the English National Curriculum
- Co-operative planning of medium and short term work
- Registration of the class
- Keeping appropriate records of pupil performance
- Marking of pupils' work and setting homework
- To monitor individual pupil progress and set targets
- To write appropriate annual reports in line with school policies
- Consultations with parents
- To direct all major concerns to the Year Group Leader
- To cooperate in whatever appraisal system the school employs
- Attendance at designated meetings and in-service training courses organised by the school
- Attendance at school events

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Headteacher

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- A contribution to extra-curricular activities – A commitment to run an extra-curricular activity for one of the three terms.
- To do playground/gate duties as requested

### **You will also be expected to:**

- Observe, at all times, the need for confidentiality when dealing with information regarding the School
- Observe the need for discretion when dealing with other adults within the School
- Promote the good name of the School in the community

