



DOHA ENGLISH SPEAKING SCHOOL

Learning Together • High Expectations • Celebrating Success

Job Description

ARABIC TEACHER

Responsible to: Year Group Leader → Deputy Headteacher → Headteacher

General

You will be expected to deliver the assigned curriculum, to co-operate in planning, and to fulfill all administrative tasks associated with the 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
- Teaching planned work from the Qatar Education Institute, ensuring efficient delivery of both classical Arabic, "Fusha", Islamic Studies and Qatari History (delivered in Arabic)
- Co-operative planning of medium and short term work
- Delivering lessons in both Arabic and fluent English
- Keeping appropriate records of pupil performance
- Marking of pupils' work and setting homework
- Monitoring individual pupil progress and set targets
- Writing appropriate annual reports in line with school policies
- Consultations with parents
- Directing all major concerns to the Year Group Leader
- Cooperating in whatever appraisal system the school employs
- Attendance at designated meetings and in-service training courses organised by the school
- Attendance at school events

- Implement resources and assessments specified by Ministry and track progress
- Contributing to extra-curricular activities on two days per week
- 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

