

Job Description

Job Title	Department	Salary Grade
Arabic Language Teacher	National Identity Subjects	TBA

1 Reports to:

UPB/MS Principal

2 Core Purpose:

The Arabic Teacher for Misk Upper Primary and Misk Middle School is responsible for preparing lesson plans and educating students at all levels. Duties include assigning homework, grading tests, and documenting progress. Teachers must be able to instruct in a variety of subjects and reach students with engaging lesson plans. Also, the teacher makes informed and intelligent decisions about the practice to achieve various outcomes with and for students in their classes. A teacher's role is to make judgments about how best to help their students learn in the environments in which they teach.

3 Responsibilities:

- Plan and deliver engaging and differentiated lessons
- Use data to modify the instruction and create personalized outcomes for each student
- Teaching according to the educational needs, abilities, and achievements of the individual students and groups of students
- Reflect systematically on the effectiveness of lessons and approaches to teaching
- Work in a collaboration with the head of the department and other colleagues
- Communicate with parents on time using the school system of communication
- Create and keep records on attendance, accidents, incidents, and other noteworthy events adhering to safeguarding guidelines and program policies
- Manage student behaviour in accordance with guidelines
- Provide a safe, thriving, and respectful environment for all students in the classroom and on the school campus
- Make a positive contribution to the wider life and ethos of the school

4 Qualifications

- Bachelor's degree in Arabic language

5 Experience

- At least two years of experience in teaching Arabic in middle school/high school

6 Commitment and Abilities

- Ability to communicate clearly in written and spoken English with colleagues and external agencies
- Ability to work sensitively with people from other cultures
- Ability to work independently as well as part of a team
- Strong organizational and time management skills.
- Ability to develop and maintain critical relationships internally and externally
- Enthusiasm for working in an environment of positive change and development
- Ability to organize own workload and work to agreed deadlines
- Great attention to detail
- Excellent organizational skills
- Strong critical thinking, analytical and problem-solving skills
- Commitment to professional development