

Homeroom Teacher

Department: Academic

Direct Reporting Line: Head of Department, Head of School

Job Summary: A homeroom teacher is responsible for gathering and collecting student reports for the main key subjects whose medium of instruction is English. Homeroom Teacher is expected to work closely with the other grade level teachers to ensure that students achieve their potential at the school.

Competencies:

- Communication Skills
- Initiative
- Professionalism
- Listening Skills
- Flexibility
- Problem Solving Skills\Attention to detail and accuracy
- Organizational, planning skills
- Fluency in English (Arabic Preferred)

Key Accountabilities:

1. Plan, organize and implement instructional programs that encourage and develop student's knowledge.
2. Have a clear understanding of the various needs of all the different groups of students, including students with special education needs and disabilities.
3. Promote a high standard of using an English Language especially on their age level.
4. Use the appropriate study materials and resources that facilitate active learning and motivate students.

5. Maintain the classroom management organize the classroom and learning resources to encourage a positive learning environment.
6. Prepare, plan and present differentiated lessons that cater for the needs of the whole ability range within their class.
7. Meet the requirements for the internal and external assessments
8. Use the data to inform planning
9. Organize and/or take part in school events, outings and activities.
10. Record, monitor, and report on student progress to the Head of Department
11. Ensure that the curriculum is fully covered
12. Participate in school's professional development program
13. Participate in teacher's performance evaluation and provide feedback
14. Maintain accurate records of own performance
15. Treat all members of the educational community with a high degree of dignity and respect
16. Collaborate with others to plan and to educate to work.

Personal Specification:

Education:

- Bachelor Degree in Elementary Education from an accredited university for Cycle 1
- IELTS with score of 7.5

Experience:

- Minimum of 5 years' experience as a homeroom teacher preferable in an American School

- Minimum of 2 years' experience as a homeroom teacher in UAE preferable in an American School
- Knowledgeable about MAP and CAT 4