

## **JOB DESCRIPTION**

TITLE: Arabic Teacher

REPORTS TO: Director of Arabic Programs and Islamic Studies

CONTRACT DAYS: 190

WORKING HOURS: Sunday through Thursday: 7:45 am to 4:00 pm and Tuesdays until 4:30 PM.

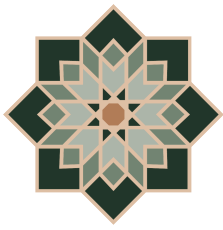
## **JOB SUMMARY:**

Responsible for preparing and implementing a full educational teaching plan according to ACS's requirements for every student in allocated classes and groups. Provide knowledge and instruction to students while also helping them develop their personalities and skills. The ideal candidate will be passionate for the job with an ability to reach out to students and create a relationship of mutual trust. They will know how to organize a class and make learning an easy and meaningful process. The goal is to help cultivate the students' interest in the Arabic Subject and be their dedicated ally in the entire process of learning and development. Teachers also contribute to the establishment and maintenance of a supportive school environment.

## **RESPONSIBILITIES:**

- Plan, prepare and deliver quality and effective teaching and learning programs according to guidelines provided by the American Council on the Teaching of Foreign Languages (ACTFL) Curriculum framework under the overall guidance of the Ministry of Education (MOE).
- Ability to plan lessons, embedding creative methods for student engagement and best outcomes.
- Actively promote ACS Core Values of Curiosity, Courage, Compassion, and Integrity.
- Contribute to the development and maintenance of the ACS culture based on ethical professional and personal behaviors.
- Uphold the teaching profession as a value based, ethical and moral activity, and embed socially just practices in daily campus life.
- Work with parents and the wider school community to maximize their involvement in the school and the development of its resources, learning opportunities and curriculum.
- Set ambitious standards for own performance, seeking to achieve excellence in teaching and learning.
- Set a good example in terms of dress, punctuality and attendance and be proactive in matters relating to health and safety.
- Participate in the collaborative development and evaluation of curriculum and regularly monitor, through observation and evaluation, the effectiveness of the learning/teaching program.
- Maintain teaching competency and current knowledge of relevant curriculum programs as required by the school and MOE which are consistent with professional teacher standards, relevant syllabi, curriculum policies, work programs and educational trends.
- Support students through interaction with them in a variety of settings and through the active development of supportive learning environments and effective behavior management practices, and by building relationships with students.
- Provide for the physical, social, cultural and emotional well being and physical safety of students while at school and enhance their over all development towards effective citizenship and responsible adulthood through participation in timetabled, non-timetabled and planned extra curricula activities.
- Assess students (diagnostic, formative and summative) for developmental, feedback and reporting purposes.
- Identify individual student and group educational and well-being needs, including students with additional and special educational needs. Design and implement differentiated programs





to meet these needs. Develop, implement and evaluate the achievement of Individual Learning Programs.

- Maintain student records and samples of work and report on student performance to students, parents, the Ministry and other stakeholders.
- Participate, as appropriate, in school decision making processes.
- Plan and execute educational in-class and outdoor activities, after school extra curriculum activities and events.
- Contribute to the professional development of new teachers and student teachers according to arrangements agreed with the Head of School.
- Ensure that schemes and forecast of work carried out in class are handed to the LSA in appropriate time so that the necessary adaptations and resources are made for use with students with individual educational needs in class.
- Utilize resources effectively to achieve educational and school goals. Embed the use of digital technologies in teaching and learning, and professional practices.
- Collect and analyze a range of data to evaluate student outcomes, including engagement, well-being and academic achievement.
- Utilize strong communication and interpersonal skills to develop and sustain productive partnerships with the school community, students, parents and other stakeholders, reflecting the ethical obligations of the profession.
- Foster and enhance the engagement of parents in the education process.
- Actively participate in the performance and development of policy and processes of the school. Set professional goals and work towards the continuing improvement of teaching practices.
- Collaborate with Academic Leaders, seeking and providing support, guidance and coaching to improve teaching and learning.
- Contribute to and support the growth of professional learning communities within and beyond the school.
- Actively participate in career long learning and ongoing professional development. Reflect on professional learning and the impact of teaching on learning.
- Carry out other tasks as required by the Principal.

#### **SKILLS and QUALIFICATIONS:**

- Degree in Arabic or in Arabic Literature is a must.
- Diploma in education is a requirement.
- Excellent communication skills, both written and verbal, in both Arabic and English
- Well-organized and committed
- Creative and energetic
- Self-Starter and updated with latest techniques and approaches
- Strong moral values and discipline
- Fair and equitable work practices
- Strong educational and pedagogical understanding and practices
- Ability to influence and affect change
- Sound strategic and analytical skills
- Advocate for all students
- Effective use of technology
- Proven experience as an Arabic teacher, in UAE preferable

