



# Job Description

## Qatar History in Arabic & Islamic Teacher

<b>Department:</b>	Qatar History in Arabic & Islamic Teacher
<b>Focus of Job:</b>	Teaching and Learning Secondary Students
<b>Principal Location of Work:</b>	Oryx International School, Mesaimeer, Barwa City, Doha
<b>Responsible to:</b>	Head of the compulsory subjects
<b>Timetable:</b>	Full Time

### The Role & Purpose

The Qatar History in Arabic & Islamic Teacher will be responsible for providing high-quality instruction in Arabic, Islamic and Qatar History (taught in Arabic) to students at Secondary level, supporting them in becoming proficient in the language and appreciative of the rich Qatari & Arabic culture and literature.

### Essential Duties & Responsibilities

- Develop and execute detailed lesson plans for their subject, aligning with the school's curriculum for primary and secondary students. This is in support of the Head of the compulsory subjects and the Ministry of Education guidelines.
- Ensure that planning is shared in a timely manner for other teachers on the school SharePoint.
- Ensure weekly communication to parents about the learning is timely.
- Utilise various teaching methodologies and integrate technology to encourage student engagement and facilitate learning.

### Assessment and Reporting

- Regularly evaluate student performance through formal and informal assessments.
- Provide constructive feedback and work with students to set goals for language improvement.
- Maintain accurate records of student progress and report to parents and school administration in a timely manner. These will be in line with the Ministry of Education.
- Adapt teaching methods based on assessment outcomes to meet the individual learning needs of students.

### Curriculum Development

- Collaborate with other team members to develop an integrated curriculum aligning with the Qatar Ministry of Education (MoE).
- Incorporate elements of Qatari culture, history, and current events into the curriculum to create a well-rounded learning experience.





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## Classroom Management

- Create a positive, structured, and inclusive classroom environment conducive to learning.
- Implement classroom rules and disciplinary measures in a fair and consistent manner.
- Address any behavioural or academic issues promptly and in accordance with OIS behaviour policies.

## School and Qatari values

- Organise and participate in school events that promote Qatar's cultural heritage.
- Serve as a cultural resource for both students and staff, fostering an appreciation for the Arabic language and Qatari culture.
- Engage students in cultural activities and discussions to deepen their understanding and respect for Qatari and Islamic traditions.

## Communication and Collaboration

- Maintain open lines of communication with parents, colleagues, and school administration regarding student progress and curriculum updates.
- Work collaboratively with other teachers to ensure lessons are uninterrupted.
- Participate in departmental and whole-school meetings and parent-teacher consultations as required.

## Professional Development

- Pursue professional development opportunities to stay current with best practices in language education and Teaching and Learning
- Share insights and strategies with colleagues to contribute to the school's collective expertise in teaching.
- Reflect on personal teaching practices and make adjustments as necessary to improve student outcomes.

## Additional Support

- Provide extra support to students with special educational needs or those who are low attainers.
- Offer advanced instruction to students demonstrating high proficiency and interest in the Subject.
- Act as a mentor and role model, encouraging students to achieve their full potential in both language and cultural understanding.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the role as directed by the Head of the compulsory subjects and/or School Executive Principal.

