



THE AMERICAN SCHOOL
Developing Academic Excellence and Strength of Character

JOB DESCRIPTION

1. JOB DETAILS:	
Job Title:	Teacher
Reports to:	Division/Department Head
School:	The American School (TAS)
Function:	Teaching & Learning, Safety & Supervision
Geographical Scope	Assigned to either ECC, Primary, or Middle School/High School Division

2. JOB PURPOSE:
To teach and mentor the students as per their needs and abilities.

3. KEY ACCOUNTABILITIES:
Description
Teaching and Learning Students <ul style="list-style-type: none">• Prepare lesson plans and facilitate learning of the students at all level.• Create and distribute educational content (notes, summaries, assignments etc.)• Plan and execute educational content in-class and outdoor activities and events.• Explain new ideas and unfamiliar concepts in a clear and concise way so that students can understand.
Student Progress <ul style="list-style-type: none">• Assign work, correct, and mark work carried out by his/her students.• Assess, record, and report on the development, progress, attainment, and behavior of students and provide grades and feedback.• Provide oral and written assessments, reports and references relating to individual students or groups of students.• Evaluate and grade students' performance within American National curriculum framework.• Promoting the general progress and well-being of individual students, groups of students or classes entrusted to him/her.

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Classroom Management and Student Safeguarding

- Maintain a tidy and orderly classroom.
- Observe and understand students' behavior and report neglect, bullying, abuse etc...
- Must be able to keep student's attention.
- Maintain discipline amongst students
- Ensure safeguarding and health and safety of students at all times.

Communication with Parents and other Teachers

- Collaborate with other teachers, parents and stakeholders and participate in regular meetings.
- Be able to speak clearly to students, other teachers, parents and administration.

Continuous Professional Development

- Consistently Developing and enriching professional skills and knowledge.
- Participating in all continuing professional development opportunities and training courses organized by the school.

Miscellaneous

- Attending to the morning and break duties as per the scheduled rotation provided.
- Attending School Functions as needed and/or requested
- Teaching remedial and/or advanced classes as assigned by School Management.
- Other miscellaneous tasks not mentioned in here, which may be necessary and a benefit to campus

4. COMMUNICATIONS & WORKING RELATIONSHIPS:

Internal:

*Head of School
Principals
Academic Director
Dean of Students
Department Heads (Academic & Non-Academic)
Peers/Colleagues
ALL TAS Students*

External:

*Parents
Any applicable external agency*

5. QUALIFICATIONS, EXPERIENCE & SKILLS:

Key Performance Indicators (KPIs) – Measurable

- **Survey/Poll Feedback**
- **After School Activities**
- **Principal, HOD, SLT Performance Evaluation**
- **Administrative Walk-Throughs and Observations**
- **Attitude & Professionalism During Department / Whole Staff Meetings & during PD**
- **Receptiveness towards feedback and parental complaints**



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Expected Qualifications:

Bachelor's Degree

State Issued Teaching License (USA) or Qualified PGCE Educator

Desirable:

Master's Degree

2-3 Years Classroom Teaching Experience Post Teaching Qualification

Skills and Personal Attributes

- Communication
- Discretion
- Collaboration and Team Work
- Customer Focused
- Compassionate
- Integrity & Trust
- Welcoming/Approachable
- Confidentiality
- Flexibility
- Problem Solving/Professional Discretion

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