

Job description: Lead Teacher

Job title	Lead Teacher	Location	Dubai, UAE
Start date	Immediate Start	Position(s) Supervised	Teacher

Job Scope

To strive to achieve Future International vision and mission, by providing an outstanding learning environment, where children thrive and fulfil their potential.

Key Responsibilities

- To manage the day to day running of a bilingual 'home' (group of appr. 40 children), in coordination with the Arabic language Lead Teacher.
- To lead a team of practitioners (Arabic and English teachers and assistants), with a ratio of 4:1 to 8:1 children to adult, depending on the age of the children.
- To maintain a safe and enabling learning environment, outdoors and indoors.
- To establish caring relationships with children, adapting to their own individual needs and creating a 'home away from home' atmosphere.
- To plan a full and balanced range of learning activities and teach engaging and effective sessions that motivate, inspire and improve children's attainment.
- To establish and maintain positive relationships with parents and professionals working within and beyond the school.
- To be committed to continuous professional development.
- To contribute to the on-going self-evaluation process and the improvement of the nursery.

Detailed Responsibilities

Area of responsibilities	Description	Evidence
Ethos	<ul style="list-style-type: none"> ▪ Helps create an environment characterized by consistent, orderly behavior and caring, respectful relationships. ▪ Helps develop a culture and ethos committed to achievement. ▪ Adheres to the highest standards of professionalism. ▪ Participates in the development of the nursery and shows commitment to reflective practice and continuous improvement of the nursery. 	<ul style="list-style-type: none"> ▪ Behavior of the children, observation and evaluation of the children. ▪ Feedback from the parents, Punctuality, reliability, relationship with colleagues, with management.

Interpersonal skills	<ul style="list-style-type: none"> ▪ Maintains good relationships with colleagues, exerting a positive influence over peers and contributing to harmony among teaching staff. ▪ Builds and maintains good rapport with parents, and has the ability to discern in which cases the involvement of the management is required. ▪ Communicates orally and in writing concisely, informatively and accurately to give regular feedback and reports to parents or to management. 	<ul style="list-style-type: none"> ▪ Harmony and cooperation among staff. ▪ Feedback from parents, observations. Parent portal.
Health and Safety	<ul style="list-style-type: none"> ▪ Ensures risk assessments are carried out according to FIN Health and Safety policy. ▪ Ensures children are monitored at all times and are able to play and interact in a safe and secure environment. Deploy support staff effectively to ensure supervision in all play areas (indoors and outdoors). ▪ Always makes sure that children are supervised (indoors and outdoors). ▪ Ensures children with allergies are monitored to ensure they are not at risk, especially during eating time. ▪ In case of emergency, refers to appropriate person (nurse, manager) and fills in an incident report. 	<ul style="list-style-type: none"> ▪ Risk assessment sheets are used as per policy. ▪ Children are constantly monitored. Any object that represents a hazard for children is removed. ▪ All areas with children are closely supervised. ▪ List of allergies posted and referred to for snacks and activities. ▪ Cases are reported and incident report filled in and filed.
Knowledge and Understanding	<ul style="list-style-type: none"> ▪ Has a sound knowledge of the language taught and is able to model good standards of verbal and written language. ▪ Has a sound knowledge of child development and of an early years curriculum, and is able to use this knowledge in observations, assessment and planning. 	<ul style="list-style-type: none"> ▪ Planning of activities. ▪ Observation of children.
Planning	<ul style="list-style-type: none"> ▪ Participates in meetings for long term, medium term and weekly planning. ▪ Prepares individual daily plans for self and assistants, in coordination with other teachers, as part of the planning cycle, to ensure children have a balanced day. 	<ul style="list-style-type: none"> ▪ Active participation in planning meetings. ▪ Individual planning folder.
Teaching and Learning	<ul style="list-style-type: none"> ▪ Organizes adult led activities that are meaningful, in line with children's developmental stage and are engaging. 	<ul style="list-style-type: none"> ▪ Observation of children. ▪ Feedback from children and parents.

	<ul style="list-style-type: none"> ▪ Adapts the activity to enable each child to progress at the pace that suits them. ▪ Ensures children have group activities and more individual interaction with the teacher as well. ▪ Plans continuous provision as part of the daily activities. 	<ul style="list-style-type: none"> ▪ Children's progress evaluation. ▪ Observation.
Children's observations and evaluation	<ul style="list-style-type: none"> ▪ Ensures an observation about the child is entered in the eyLog system on a weekly basis. Observes an average of 2 children per day, so that each child gets a more focused observation every 	<ul style="list-style-type: none"> ▪ EyLog data. Child's learning journey. Summative assessment of the child.

Position Requirements	
Education:	Bachelor degree in Education or equivalent.
Skills:	<ul style="list-style-type: none"> • Exceptional relationships and communication skills • Good management skills • Classroom management • Peer observation, coaching, mentoring, and conferencing skills • Student and parent conferencing skills
Experience:	At least 5-year experience in working in the same field
Additional Requirements:	Preferably English native candidate
Salary & Benefits:	<p>Sharjah - 8,000 to 12,000 AED pm (depending on experience and qualifications) + medical insurance + Visa.</p> <p>Dubai - 12,000 to 14,000 AED pm (depending on experience and qualifications) + medical insurance + Visa.</p>
Application:	<p>Candidates are requested to submit the following documents:</p> <ul style="list-style-type: none"> • Cover letter, no longer than one page, explaining your strengths as a candidate and why you are interested in this particular position • Current CV resume not to exceed two pages • A list of 3 professional referees with current contact details (position, phone number and e-mail address) not older than 5 years <p>Please send your application to: rochelle@ruskineducation.ae</p>