

Class Teacher

Reports to: Vice Principal / Head of School

Job Purpose

To plan, deliver, and evaluate high-quality teaching and learning in full alignment with KHDA regulations, the DSIB Inspection Framework, and the school's approved curriculum.

The Class Teacher is responsible not only for academic progress, but for nurturing the whole child—supporting intellectual growth alongside emotional wellbeing, creativity, physical development, and a strong sense of belonging.

The role requires a teacher who understands that education is developmental, relational, and experiential, and who can create meaningful learning journeys that engage the head, heart, and hands.

Key Responsibilities

1. Teaching & Learning

- Plan and deliver well-structured, engaging lessons aligned with curriculum standards.
 - Design learning experiences that balance academic rigour with creativity, movement, and exploration.
 - Set high expectations that inspire, motivate, and challenge students.
 - Differentiate instruction to meet the needs of all learners, including Students of Determination and EAL students.
 - Use a range of teaching strategies including storytelling, inquiry, hands-on learning, and artistic expression.
 - Promote critical thinking, imagination, and independent learning.
 - Ensure learning objectives and success criteria are clearly communicated.
 - Foster curiosity, wonder, and a love of learning through meaningful and relevant contexts.
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2. Curriculum Planning

- Develop annual, termly, and weekly plans in line with curriculum requirements.
 - Ensure curriculum coverage and progression across subjects.
 - Contribute to curriculum development that reflects a holistic, integrated, and cross-curricular approach.
 - Plan learning sequences that follow a rhythmic structure, allowing for practice, reflection, and deep understanding.
 - Prepare engaging, purposeful teaching materials that support sensory and experiential learning.
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3. Assessment & Student Progress

- Conduct formative and summative assessments in line with school policy.
 - Maintain accurate and up-to-date assessment records as required by KHDA.
 - Use assessment to understand the whole child, including academic, social, and emotional development.
 - Analyze student performance data to inform teaching strategies.
 - Provide timely, constructive, and developmentally appropriate feedback.
 - Prepare detailed student progress reports that reflect both attainment and personal growth.
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4. Classroom Environment & Culture

- Establish a calm, nurturing, and purposeful classroom environment.
 - Create a space that reflects beauty, order, and intention, supporting children's sense of security and belonging.
 - Build strong, respectful relationships with students based on trust and consistency.
 - Use positive and restorative approaches to behaviour.
 - Ensure classroom displays celebrate process, creativity, and student voice, not just outcomes.
 - Maintain a safe, organized, and inspiring learning environment.
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5. Inclusion & Student Support

- Implement Individual Education Plans (IEPs) and recommended accommodations.
- Adapt teaching approaches to support diverse learning needs.
- Monitor the progress of Students of Determination.

- Support students' emotional regulation, resilience, and wellbeing.
 - Recognize the importance of sensory needs, movement, and developmental readiness in learning.
 - Encourage student voice, agency, and participation.
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6. Parent & Community Engagement

- Maintain open, respectful, and professional communication with parents.
 - Build strong partnerships with families as co-educators in the child's journey.
 - Participate in parent-teacher meetings and school events.
 - Provide meaningful insights into both academic progress and personal development.
 - Contribute to a wider school culture that values community, connection, and belonging.
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7. Professional Responsibilities

- Participate actively in professional development, including training in child development, wellbeing, and holistic education practices.
 - Engage in ongoing self-reflection to deepen teaching practice.
 - Contribute to school improvement initiatives.
 - Collaborate with colleagues to plan integrated learning experiences and share best practice.
 - Uphold and embody the school's ethos in all interactions and responsibilities.
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8. Compliance & Safeguarding

- Adhere to KHDA regulations, DSIB expectations, and school policies.
 - Ensure safeguarding and child protection procedures are consistently implemented.
 - Maintain confidentiality of student records.
 - Support the school during KHDA inspections and quality assurance reviews.
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KHDA Requirements

- Bachelor's degree in Education or relevant subject (attested as per UAE regulations).
- Recognized teaching qualification (PGCE, B.Ed., or equivalent).
- Minimum 2 years' teaching experience (preferred).
- KHDA teacher approval prior to appointment.

- Valid UAE residency visa under school sponsorship.
 - UAE Police Clearance Certificate (Good Conduct Certificate).
 - Completion of mandatory safeguarding and child protection training.
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Additional Responsibilities

The Class Teacher may be required to perform other duties as reasonably directed by the Principal, consistent with the responsibilities of the role and school operational needs.

Acknowledgement

I acknowledge that I have read and understood the responsibilities and requirements outlined in this job description. I agree to carry out my duties in accordance with KHDA regulations, UAE laws, and the policies and procedures of the school.

Employee Name: _____

Signature: _____

Date: _____

For and on behalf of the School

Principal Name: _____

Signature: _____

Date: _____