

Job Description

Senior School Subject Teacher

Effective Date:	2025-26 (Revised Annually)
Line Leader:	Head of Subject
Supervisory Responsibility:	N/A

Main Purpose of the Job

To foster and support effective teaching and learning, managing the use of resources and being a model of professional practice.

- To promote the ethos and the core values of the School.
- To support, further develop and embed effective educational pedagogy in all lessons.
- To raise standards of student attainment and achievement and to monitor and support student progress.
- To be accountable for student attainment, progress and development.
- To ensure that all [British School Muscat Teacher Standards](#) are met and adhered to at all times

BSM commitment to supporting work-life balance

We create an annual calendar that helps in managing teachers' schedules effectively by showing all of the directed time meetings and duties in advance. This calendar outlines when teachers are expected to be available for various duties, lessons and meetings, helping to balance professional responsibilities with personal time.

This generic job description covers all subject teachers across the Senior School and has been linked to the [British School Muscat Teachers Standards](#) document.

What is directed time?

Teachers could be directed to work up to a maximum of 1,265 hours per year, which includes teaching, planning, meetings, and other professional duties. This limit is designed to prevent excessive workload and ensure that teachers have manageable hours. Overall, directed time serves as a framework intended to protect teachers from excessive workloads while promoting a balanced approach to their professional duties.

For part-time teachers, directed hours are calculated proportionally based on their contracted hours.

Professional Responsibilities

While the directed time sets a suggested limit on hours that can be mandated, it does not restrict the total number of hours teachers may work. Teachers may find themselves working beyond the 1,265 hours for lesson planning, grading, and other necessary tasks needed to be completed as part of their wider professional responsibilities linked to the [BSM Teacher Standards](#).

Duties and Responsibilities

Knowledge and Understanding

- Show a thorough and up-to-date knowledge of your subject(s)/specialism;
- Take account of wider curriculum developments which are relevant to your work;

Planning and Setting

- Demonstrate consistent and effective planning of lessons and sequences of lessons that stretch the students and to ensure that they perform highly
- Demonstrate consistent and effective use of information (including PTEs, PTMs, Pass data) and prior attainment to gain well-grounded expectations for students, set appropriate and demanding expectations for students' learning and motivation, with clear targets for students' learning, building on prior attainment.
- Identify students who have special educational needs, and know where to get help in order to give positive and targeted support.

Teaching and Learning

- Ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met, momentum and challenge are maintained, and best use is made of teaching time.
- Use Learning Talk approaches to hold coaching conversations which develop innovative teaching methods to support student engagement and progress. This may include tools gained from CPD or Walkthrus which encourage intellectual curiosity and challenge for students.
- Proactively participate in Learning Talk, engage in coaching sessions and maintain evidence against personalised learning goals.
- To regularly review and action outcomes from the DEIJB whole school development plan as appropriate to the department & context, supporting the school in achieving these goals
- Set high expectations for students' behaviour, establishing and maintaining a very good standard of discipline through well-focused teaching and through positive and productive relationships.
- Demonstrate consistent and effective use of a range of appropriate strategies for teaching and classroom management.
- Ensure that high quality lessons which suit the needs of all the students are consistently delivered.

Assessment and Evaluation

Use the Senior School assessment calendar to plan for appropriate & timely assessment and retrieval opportunities. Use these tools and feedback opportunities to help inform and adapt future teaching.

- Demonstrate consistent and effective monitoring of students' class and homework providing clear and constructive oral and written feedback, setting targets for students' progress.
- Ensure students receive timely feedback which is clear and supports development and progress within the topic area. Feedback may take the form of verbal or written feedback as appropriate to the context of what has been assessed.

- Track and monitor individual students and make appropriate interventions to tackle underachievement of students' work.

Student Achievement

- Secure progress towards student targets.
- Demonstrate that, as a result of your teaching, your students develop a growth mind-set, achieve well in relation to the students' prior attainment, and make exceptional progress. This should be evident in marks or grades in any relevant public examinations, or school based assessment for students where examinations are not taken.

Pastoral Care

- Create and manage a caring, supportive, purposeful and stimulating environment which is conducive to students' learning.
- To be responsible for the supervision of the students at break and lunchtimes and carry out any other duties as agreed with the Head of School or Deputy Headteacher.
- To implement the senior school Behaviour and Anti-Bullying Policies at all times throughout the school.
- To be familiar with the School's Safeguarding and Child Protection Policy and to report concerns to the DSL.
- To ensure the behaviour management system is implemented so that effective learning can take place.
- To act as a Form Tutor and to carry out the duties associated with that role.

Relations with Parents and the Wider Community

- Prepare and present informative reports to parents, both verbally (at parents' meetings) and in writing (in line with school policy and practice).

Managing Own Performance

- Understand the need to take responsibility for your own professional development and to keep up to date with research and developments in teaching.
- Understand your professional responsibilities in relation to school policies and practices. Demonstrate responsibility for your professional development and use the outcomes to improve teaching and students' learning.
- Set a good example for our students in your presentation and your personal conduct.
- Evaluate your own teaching critically and use this to improve your effectiveness.
- To undertake appropriate CPD and training in connection with these responsibilities and personal career prospects.

Other Specific Duties

- To play a full part in the life of the school community.
- Establish effective working relationships with professional colleagues including, where applicable, associate staff.
- To understand the importance of inclusion, equality and diversity, both when working with students and with colleagues, and to promote equal opportunities for all

- To uphold and promote the values and the ethos of the School
- To implement and uphold the policies, procedures and codes of practice of the School, including data protection, health & safety
- To promote the welfare of children and adhere to, and comply with, the School's Child Protection Policy

Note

This job description reflects the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

BSM is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointments are subject to satisfactory references and DBS/Police Safeguarding clearance.

Signature of Post Holder: _____ Date: _____