



INTERNATIONAL COMMUNITY SCHOOL
مدرسة الجالية الدولية

Patrons: H.R.H. Prince El Hassan Bin Talal
H.R.H. Princess Sarvath El Hassan

Principal: Alun Yorath



English Teacher

The International Community School (ICS), one of the longest established and most successful international non-proprietary schools in the Middle East, is seeking to recruit an experienced, enthusiastic and innovative **English Teacher** to join the school in **August 2025**.

The ideal candidate should:

- Have a minimum of 2-3 years of English teaching experience
- Possess a Bachelor's degree plus a UK qualification for Secondary Teaching or equivalent
- Be committed and hardworking, with high expectations of themselves and the children in their care
- Demonstrate excellent interpersonal skills and the ability to work with diverse groups of colleagues and children
- Possess humor, energy, flexibility and be positive

How to apply:

Applications should consist of a supporting letter of no more than two sides of an A4 page, addressed to the Principal, Mr. Alun Yorath (recruitment@ics.edu.jo), with the subject of **(English Teacher)** along with a current CV with clear start and end dates and places of current and previous employment. For more information kindly visit our website at www.ics.edu.jo

The deadline for applications is **8th of May 2025**; however, please note that we reserve the right to appoint before the closing date, and interviews will be arranged for all short-listed applicants as soon as possible.

Email: office@ics.edu.jo | Website: www.ics.edu.jo | Telephone: +962 6 4790 666 | Fax: +962 6 5725 416

Our mission as an **inclusive**, **diverse**, and **happy** learning community is to harness the power of human connection to create fearlessly determined **global citizens**.



Job Description Secondary Subject Teacher

SPECIFIC TITLE:	Secondary Subject Teacher
GENERIC TITLE	Teacher
DEPARTMENT:	Secondary School
REPORTS TO:	Head of Faculty
VERSION UPDATE:	September 2024

Role Summary:

A Secondary School teacher at ICS is expected to be energetic, enthusiastic and innovative. They should be a forward-looking person committed to providing quality education and they should have the highest possible expectations of all students. They must be committed to the development of their subject, department and the school. They must also be committed to professional development. A Secondary School teacher should promote effective learning, appropriate achievement, and the educational, social, and personal progress of all students.

Role Responsibilities:

Teaching and Learning

It is a key responsibility of Secondary School teachers at ICS to ensure that their teaching and learning practice is aligned with school policy. Our [Teaching at ICS](#) and [Learning at ICS](#) documents provide further guidance on the expected attributes which follow:

1. Have an up-to-date knowledge of pedagogy and educational developments.
2. Ensure that planning is aligned with the school's prescribed curriculum.
3. Ensure effective planning and preparation for all lessons - including identification of objectives, key outcomes and success criteria.
4. Ensure that taught lessons accurately reflect the planning while also being modified to meet the needs of the students being taught.
5. Use a variety of teaching and learning strategies to engage all students.
6. Involve students in target-setting and in evaluating their achievement and progress.
7. Make effective use of educational technology to enhance teaching and learning.
8. Work with the school's Educational Support Services to cater for individual needs.
9. Maintain a safe, attractive and stimulating classroom environment.

Curriculum

1. Develop and maintain an up-to-date knowledge and understanding of the curriculum and areas of teaching.
2. Plan and prepare courses, schemes of work and individual lessons, appropriate to the needs, interests, experience and existing knowledge of the students in their class(es).
3. Ensure planning documentation is accurately reflected in the delivery of the curriculum.



4. Plan work to consistently and effectively meet the learning needs of students, delivering the agreed curriculum with adaptation, differentiation and rigour.
5. Ensure that a range of teaching resources and strategies are used and all students are sufficiently challenged.
6. Select appropriate learning resources and develop study skills through the use of a varied selection of resources (including education technology).
7. Teach their class(es), sets, groups or individual students, and assign tasks to be undertaken both in school and out of school to develop independent learning.
8. Ensure that every lesson has a clear and effective structure and delivery consistent with our teaching and learning policies.
9. Use appropriate teaching and classroom management strategies to motivate students and enable each to progress.
10. Ensure that there is effective use of baseline data to facilitate quality 'target setting' to enable students to maximise potential and to assist in measuring value added.
11. Involve students in action planning, setting achievable targets and in assessing and evaluating their achievement and progress.
12. Set and mark homework regularly according to the department homework policy and offer informative feedback that will extend student learning.
13. Maintain high levels of discipline and respect between students and staff.
14. Continually evaluate and review teaching methods and practices, materials and schemes of work, and initiate changes as appropriate.
15. Promote the Behaviour policy operated within the Secondary School; reward students for excellence, improvement, contribution and determination; use the sanctions procedures following the rules and disciplinary system.
16. Maintain working folders and planners following Secondary requirements and keep departmental records on the school's server as requested.

Assessment

1. Analyse, evaluate and use assessment data as the starting point for determining appropriate planning for the needs of students.
2. Mark and assess students' work against specified criteria and in line with the school feedback policy.
3. Accurately record both formative and summative data in the school's assessment trackers, ensuring that externally benchmarked data is gathered in an accurate and timely manner.

Resources

1. Ensure efficient and effective management and maintenance of classroom resources.
2. Ensure that all departmental equipment and resources are stored safely and securely.
3. Order and allocate equipment and materials ensuring efficiency.

Communication

1. Ensure adequate and regular communication and consultation with students and parents.
2. Inform the Head of Faculty or Head of Key Stage of any students who display excellent achievement/effort or encounter difficulties.



3. Ensure the SENCO is made aware both of students with learning difficulties and those with exceptional abilities.
4. Ensure appropriate staff are made aware of any medical problems students may have.
5. Ensure that issues regarding 'health and safety' are raised with line managers.

School Policies and Professional Development

1. Effectively contribute to whole-school reviews of policies, aims and the revision or formulation of school guidelines.
2. To operate at all times according to the stated policies and practices of the school and contained within the current employee handbook.
3. Attend training days as notified at the beginning of the year.
4. Keep up-to-date with current educational thinking and practice, both through individual study and attending courses, workshops and meetings, and welcoming regular performance appraisals and reviews of their work.
5. To complete all required administrative tasks professionally, accurately and promptly.
6. To actively participate in and complete all PGP (Professional Growth Portfolio) documents effectively and promptly.

Pastoral

1. Adhere to the school behaviour management policy.
2. Ensure the physical, academic and well-being of students in their charge.
3. Safeguard the health and safety of students at all times.
4. Ensure that students are appropriately dressed in line with school policy.
5. Accurately record pastoral concerns on iSams and communicate these to colleagues who need to know them and parents where appropriate.
6. Ensure that safeguarding concerns are raised promptly and accurately recorded on CPOMS.

Other Duties and Responsibilities

1. Present a positive image of ICS both within the school and the wider community.
2. Fully participate in building a whole school ethos through activities such as assemblies, supervising students during before and after school sessions, planning and running co-curricular activities and being involved in whole school committees.
3. Provide cover for colleagues across the school as and when required.
4. Organise and attend school trips and educational visits as appropriate.
5. Adopt a professional appearance and be culturally sensitive and professional both in the school and the community.
6. Take on additional responsibilities as and when determined and agreed with the SSLT (Secondary School Senior Leadership Team).
7. Be a flexible 'team player'.

ICS is committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo stringent child protection screening including checks with past employers and an enhanced International Child Protection Certificate (ICPC) and local police checks in previous countries of residence. ICS is an equal opportunities employer.