



# Candidate Brief

Prep School Teacher





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# Welcome from the Principal



Dear Prospective candidates,

Thank you for taking the time to review our recruitment information. I joined the school as Head of Secondary in 2010. I have had the privilege of watching our school grow and develop. I am very proud to be associated with a school as successful as BISAK.

In September 2019, our dream of a new school became a reality. Our school now finally has the 21st Century facilities our pupils and staff so deserve. I hope, like me, you have the desire to work with our pupils on a campus which will allow us to broaden every child's horizon in ways we cannot yet imagine.

In June 2017, our British School Overseas (BSO) inspection led by PENTA International stated that: "The pupils, parents and staff are highly committed to the school and feel valued." This is the key to our school, our family and ultimately, our success every day.

Working at BISAK provides a unique opportunity to work in a successful international all-through school for pupils aged 3 to 18 years. The Preparatory School, Senior School, and Sixth Form work very closely together to ensure that pupils experience the same holistic and one school philosophy.

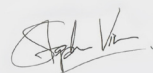
Our school has a very family-oriented ethos, including married couples with and without children who attend the

school, alongside single people as part of the team. We are very proud of our highly successful ECT programme, with Teaching School Status where new colleagues join BISAK from University to start their teaching career. All the different people who work at BISAK help create a professional, caring, and supportive spirit that permeates the whole school.

If you want to be able to teach in a state-of-the-art school, develop as a professional, work within a supportive community, be able to develop the minds of each child ready for the unknown challenges and the futures that they may face, then BISAK is the school for you. If you believe you can work with us and add value to our pupils. I hope you will take the time to apply to our school.

I sincerely hope that in the very near future I can personally welcome you to our wonderful school.

Best wishes



Mr Stephen Viner BSc (Hons), PGCE, NPQEL, C. Mgr FCMII  
Principal





# Welcome from the Head of Prep



Dear Prospective candidates,

I am delighted that you are considering moving to Saudi Arabia and applying to join the Preparatory School.

BISAK is a very friendly and family-orientated school. Our parents are supportive and take an active role in a productive home-school partnership. Pupils are well-motivated and eager to participate in different learning activities. Behaviour in the Preparatory School is exemplary. BISAK is a reputable school in the Eastern Province, therefore demand for places is high. Pupils must pass an entrance test to be offered a place in our school. We are in the main a four-form entry school with a maximum class size of usually 22 pupils.

Our school day for pupils begins at 7.20 am and ends at 1 pm. Dedicated staff teach high-quality lessons based on the English National Curriculum. These lessons are often based on a thematic approach and are of course adapted to our international setting, incorporating the interests and needs of our multi-cultural community. Subject specialist teachers teach Arabic, PE, Spanish, Music, Art and library skills. Our after-school programme provides opportunities for enrichment and sporting activities for all pupils across the Preparatory School. Demand for places in these clubs is high. Staff are expected to lead at least one club per year. Some pupils from choose to attend Arabic lessons which finish at 2 pm.

Our focus is to do what is best for the children, so the expectations of staff are high. By instilling the BISAK values,

we look to bringing out the best in each of our pupils, not only academically but socially and emotionally as well.

In September 2019, we moved into a brand-new, state-of-the-art building with outstanding facilities for the creative arts, science, sports, ICT, design technology, and all other areas of the curriculum. The school is part of a newly built compound with adjoining superb staff accommodation on-site, including a clubhouse, tennis court, fitness gym, swimming pool, mini-supermarket, squash court, dry cleaners, and a coffee shop. The staff accommodation is only a few minutes' walk away and adds to one of the benefits of working at BISAK.

I am extremely proud of our school and what we achieve as a team. Staff work extremely hard and are supportive of each other. At BISAK, we believe in building the capacity of all our staff and developing potential leadership skills.

We look forward to hearing from you regarding your application.

A handwritten signature in black ink that reads "Tammy Naidoo".

Ms Tammy Naidoo B.Prim Ed, M.Ed, NPQH  
Head of Preparatory School



# 1. About our School

BISAK is a not-for-profit co-educational, international school, providing a British style of education for approximately 930 pupils from the age of 3-18. The school is licensed under Saudi Arabian Law as a private and non-profit making school. It is registered with the Ministry of Education of Saudi Arabia, as a 'Foreign Community School'. The school is also registered with the Department for Education (DfE) in the UK.

## Our Mission Statement

Our school motto, "Let there be peace on earth" symbolises what we expect from all members of our school. We are a community, and a family. This ideal impacts upon every element of our academic and personal lives. We expect everyone in our school to make the most of their opportunities, to learn something new each day and to reflect upon their experiences. We expect our pupils to work hard and always try their very best at everything that they do. We will assist them by providing them with the best possible learning environment and outstanding teaching, in an atmosphere of order, discipline and care.

## Our Vision

We are committed to the growth and development of our school with the support of our community and the British Embassy. We are a not-for-profit school, so all our resources support our pupils' learning. Our Governing body are volunteer British passport-holding parents whom our British parents elect to ensure the future of our school.

## Our Values

### Belief

Developing positive attitudes, consideration and helping others.

### Internationalism

Growing as global citizens.

### Success

Always learning in everything we do.

### Aspiration

Nothing is impossible.

### Knowledge

Of ourselves, each other, and the world around us.

## The Curriculum

The curriculum follows the English National Curriculum and the Early Years Foundation Stage Curriculum (EYFS), whereby different age-band groups are referred to as 'Key Stages'. A member of the Preparatory Leadership Team (PLT) leads each phase. We make modifications due to our local context. We are proud of our academic excellence and our broad and balanced curriculum.

## Finance

The school is operating at near capacity with healthy interest. It maintains a good financial position and is wholly funded by fee income.





## 2. Key Information

### Key information for candidates applying for:

#### Prep School Teacher, BISAK

- Application close date: Open
- Interviews for shortlisted candidates will commence online from 5th November.
- Interviews consist of 3 steps:
  1. Pre-chat with the Head of School.
  2. Formal interview with the Deputy Head and Assistant Head of Prep about teaching and learning.
  3. If successful, a second formal interview with the Principal, Head of Prep and another member of the HR Team or Senior Leadership Team (SLT).
- The successful candidate must be available to commence employment in September 2025.
- Applicants who have not been contacted for an interview can assume that they have been unsuccessful on this occasion and are sincerely thanked for their interest.

### Person Specification

The successful candidate will be an outstanding Preparatory School teacher who delivers high-quality lessons and inspires excellence to maximise pupil achievement and progress.

#### Applicants should have the following qualities:

- Enthusiastic and passionate about working with pupils, parents and colleagues.
- Well-qualified and ambitious class teachers with excellent knowledge of EYFS, KS1, and KS2 curricula.
- Excellent communication and interpersonal skills with a range of stakeholders.
- Promotes an inclusive culture that is focused on growth, purpose and a sense of belonging.
- Commitment to putting our pupils first.

#### We offer:

- A strong programme of CPD for all staff that focuses on improving teaching and learning.
- A supportive and well-structured ECT Induction programme.

- Opportunities to develop as school leaders such as supporting NPQ courses or encouraging middle leadership roles for suitable candidates.
- A collaborative approach to school practices that inform teacher workload and well-being.
- High standards of behaviour.
- Supportive line management.

#### Benefits for the successful candidate include:

- A competitive salary which is tax free.
- Accommodation (or housing allowance) aligned with your personal family circumstances.
- Medical and flight benefits.
- A spacious and modern, innovative teaching and learning environment.

Applications are invited from experienced colleagues with a clear understanding of early years and primary education, who are committed to the BISAK vision and ethos.

### Safeguarding

It is the responsibility of all adults to safeguard and promote the welfare of children and young people.

The Designated Safeguarding Leads (DSL) are listed on the posters that are displayed throughout the school.

A copy of the schools Safeguarding Policy is located on the BISAK website.

# 3. The Role of a Prep Teacher

## The Role

**Title: Prep School Teacher**  
**Responsible to: The Head of Prep School and Prep School Leadership Team**

## Responsibilities

### General

- Actively promote and develop the ethos of the school.
- Lead by example in all professional matters as per the UK Teachers' Standards.
- Actively establish good relations and open communication with parents.
- Take a fair and appropriate share of duties.
- Follow school policies and procedures.
- Meet deadlines in a timely manner.
- Set high expectations both academically and socially/emotionally for all pupils in your care.
- Contribute to the school's value and ethos.
- Collaborate with colleagues in areas of planning and assessment and whole school initiatives.
- Provide a stimulating learning environment through creative and interactive displays and stimulating learning areas.
- To be punctual, smart and appropriately dressed and to behave in such a manner as is appropriate in line with the requirements laid out in our Staff Code of Conduct.

### Curriculum

- Possess a familiarity with the relationship between the UK EYFS and National Curriculum guidelines, units of Work, lesson plans and evaluation for the particular year groups/subjects taught.
- Keep up to date with curriculum developments through reading, CPD training and peer observations.
- Manage curriculum delivery and associated resources in a manner that challenges and interests pupils and is appropriate to their needs and skill levels, including catering for the needs of all pupils.
- Take responsibility for curriculum delivery and associated resources in a manner consistent with the school's policies and procedures.

- Follow the school's marking and feedback policy.
- Write high quality and accurate reports on pupil performance for internal and external use as required.
- To create written medium- and short-term planning to ensure that pupils develop at an appropriate pace, with clear differentiated planning and teaching.
- To use ICT to support and extend all areas of the curriculum, including the use of interactive whiteboards.

### Welfare and Disciplinary Matters

- Monitor the work of class pupils, providing guidance and advice when needed.
- Write and maintain relevant records for individual pupil files and write reports.
- Communicate and consult with parents regularly and in a timely manner.
- Participate in meetings for any of the above purposes.
- Take pastoral interest in pupils in both the curriculum and co-curricular activities so that they feel noticed, valued and cared for.

### Co-Curricular Activities

- Supervise and coach pupils in the afterschool programs, the extracurricular sports and performing arts programs.

### Professional Development

- Follow the school's appraisal policy and guidance.
- Participate in CPD initiatives.
- Seek advice from line managers regarding professional development and career paths.

## Collegiality

- Attend meetings designed to share information necessary for the smooth running of the school and the successful delivery of its programmes.
- Supervise pupils during non-period time as determined by the duty rota.
- Supervise classes on behalf of colleagues as determined by the cover schedule.
- Always behave in a manner befitting a role model for the school's pupils and in a manner that brings only respect to colleagues.
- To support colleagues as necessary and to work co-operatively as part of a team attending all meetings and CPD sessions.

## Safeguarding Health and Safety

- Everyone who works at BISAK has the responsibility for promoting the safeguarding and welfare of children.
  - Promote and safeguard the welfare of young people for whom you are responsible and with whom you come into contact.
  - Maintain good order and discipline among the pupils and safeguard their health and safety, both when they are on the school premises and when they are engaged in authorised school activities elsewhere.
  - Be aware of school policies and procedures regarding Child Protection and Safeguarding, and attend relevant training as required.
  - Report all causes for concern to the Designated Safeguarding Lead.
  - Provide thorough risk assessments as required prior to activities and trips.

## Person Specification

CRITERIA	QUALITIES
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status.</li> <li>• Degree or suitable qualification.</li> <li>• Successful primary teaching experience.</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of the English National Curriculum.</li> <li>• Knowledge of effective teaching and learning strategies.</li> <li>• A good understanding of how children learn.</li> <li>• Ability to build effective working relationships with pupils and colleagues.</li> <li>• Knowledge of guidance and requirements around safeguarding children.</li> <li>• Knowledge of effective behaviour management strategies.</li> <li>• Good ICT skills, particularly using ICT to support learning.</li> <li>• Ability to meet deadlines.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school.</li> <li>• High expectations for children's attainment and progress.</li> <li>• Ability to work under pressure and prioritise effectively.</li> <li>• Commitment to always maintaining confidentiality.</li> <li>• Commitment to safeguarding and equality.</li> <li>• Well-organised.</li> <li>• Self-motivated.</li> <li>• Commitment to develop your own professional knowledge and skills as well as of others.</li> <li>• Ability to promote a positive and forward-looking response to change.</li> </ul>



# 4. Job Description

## Main purpose of the job:

- Be responsible and accountable for the day-to-day management and organisation of your subject responsibility area.
- Be a highly effective classroom practitioner.
- Have an impact on educational progress beyond your assigned pupils.

## Areas of Responsibility and Key Tasks

### Planning, Teaching and Class Management

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- Identifying clear teaching objectives and specifying how they will be taught and assessed.
- Setting tasks which challenge pupils and ensure high levels of interest.
- Setting clear targets, building on prior achievement.
- Identifying pupils with learning needs or who are most able.
- Providing clear structures for lessons maintaining pace, motivation, and challenge.
- Ensuring effective teaching and making best use of available time.
- Using a variety of teaching strategies to best support pupils.
- Ensuring that pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught.
- Manage the classroom or teaching area effectively with reference to layout, seating, stock management and maintenance.
- Encouraging pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively.
- Managing other adults in the classroom including volunteers and students.
- Evaluating own teaching critically to improve effectiveness.
- Ensuring that pupils are well-behaved and respectful of their peers, staff and visitors.

### Monitoring, Assessment and Recording and Reporting

- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching.
- Make effective use of assessment and ensuring coverage of NC objectives so that pupils meet end of year age-related expectations.
- Mark and monitor pupils' work and set targets for progress.
- Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving.
- Prepare and present informative written and oral reports to parents and others, showing due regard for legibility, neatness, spelling, syntax, grammar and punctuation.

### Other Professional Requirements

- Have a working knowledge of the teachers' professional duties and legal liabilities.
- Follow the philosophy, aims and objectives of the British International School Al Khobar.
- Maintain good and friendly relationships with school parents and be respectful of their views and concerns.
- Contribute positively to the life of the school, including at subject and full staff meetings.
- Lead one after-school extra-curricular activity per week for one term.
- Attend meetings as requested by the Head of Preparatory.
- Always work within the stated policies and practices of BISAK having regard to equality of opportunity and health and safety.
- Take part as directed in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
- Establish effective working relationships with colleagues and set a good example through

presentation, personal and professional conduct and adhere to the staff dress code.

- Take responsibility for your professional development and duties in relation to school policies and practices.
- Liaise effectively with parents, visitors and governors.
- Take on any reasonable additional responsibilities as requested by the Head of Preparatory.
- Demonstrate a commitment to the professional obligations of the job by being punctual, having a good attendance record and carrying out supervisory duties conscientiously.
- Devote adequate time outside of teaching hours to ensure all teaching responsibilities are met.
- Have the ability to tolerate the occasional frustrations of expatriate life and being able to leave personal problems and difficulties behind in order to carry out professional duties effectively.
- Complete work at home as directed by the Head of Preparatory during forced school closures, e.g., bad weather.

Teachers are expected to meet the Teachers' Standards (Department for Education).

