



Job Title	Teacher Business	Reports to	Vice Principal Academics
Division/Department	Academics	Supervises	

COMPETENCY REQUIREMENTS

Experience Required	<ul style="list-style-type: none"> • Minimum of 3 years relevant teaching experience at a recognized educational Institute. • Appropriate vocational and or industry Project Management work experience. • Successful teaching and assessment experience in a range of areas within the specific discipline (s) • Ability to use student centered teaching strategies • Highly developed classroom management skills • Extensive knowledge of curriculum and related assessment practices within the specific discipline(s) • Understanding of theories of learning together with a sound understanding of pedagogical and andragogical concepts • Understanding of and ability to design and implement competency based assessment meeting specific learning outcome criteria • Sound problem solving skills • Excellent communication, liaison and interpersonal skills • Proven willingness to work effectively and to contribute to the team environment and objectives. • Demonstrated high level customer service skills with external and internal customers • Proven ability to implement & evaluate high quality education & training programs to meet customer needs • Knowledge of relevant policy and educational developments in vocational education and training both locally and internationally • Demonstrated cultural awareness and capacity to work effectively in a workforce comprising UAE and expatriates. • Proven capacity to be flexible and responsive to situations • Ability to use Information Technology in the class room such as Smart board, ppt. MS Word, Spreadsheets and Database • Ability to use email. • Ability to utilize and maximize web-based learning environments
Education Requirements	<ul style="list-style-type: none"> • Relevant degree (preferably at Masters Level) from an accredited higher education institution. • Teaching and / or recognized assessor qualification (eg PGCE, Cert.Ed. A and V awards) • Membership of professional association, Institute or body • IELTS 7.0 Academic for non-Native English speakers.

CONTEXT

This is a learning organization. As such, all employees strive for professional and institutional development within a culture of effectiveness that:

- Values collaboration, teamwork, and self;
- Encourages ethical behavior;

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- Facilitates life-long learning; and
- Utilizes new technologies.

Job Statement

- Provide high quality teaching and learning support to their students to develop industry related skills and competencies
- Conduct sound competency based assessment within the business related discipline.
- Provide administrative, promotional and other support to ensure the effective functioning of the Institute

Job Specifications

- Teach and assess competencies in a range of business related areas
- Develop and share curriculum, teaching methods and resources
- Advise and assist students to develop their educational and career plans. Raise awareness of the facilities and support available
- Perform a range of administrative duties associated with teaching, learning and assessment.
- Ensure the observance of appropriate safety, health, welfare, security and good housekeeping standards
- Ensure the principles of equal opportunity in education and employment are applied to all staff and students, as appropriate in the UAE cultural context
- Provide advice and assistance to students, employers and members of the community and generally promote technical and further education and the Institute
- Be involved in and assist as required within the corporate life of the Institute meeting quality educational standards

Essential Functions

- Adapt and work to the local working environment and local anomalies and ensure full integration with Emirati counterparts.
- teaching and assessing students;
- developing teaching and assessment resources;
- maintaining student and course records; and
- Advising any issues relating to students.