

**DRAFT**



**Sadiq Public School**  
Since 1954

**JOB DESCRIPTION**

**TEACHER**

**Dear Candidate,**

On behalf of Sadiq Public School, its staff and pupils I would like to thank you for expressing an interest in our vacancy for a Teacher of English.

Sadiq Public School is an independent boarding and day school. It comprises the Junior School, the Prep School (Boys) the Senior School (Boys), the Prep School (Girls), the Senior School (Girls) and the Progressive School and offers education to nearly 2900 pupils aged 3 to 20 years old.

A distinctive feature of Sadiq Public School is its House System with all pupils, whether day or boarding, being members of a House. Boarding numbers at present stand at circa 700 pupils with an intention to increase to approximately 1200 plus within a couple of years. It aims to be a truly a world-leading academic institution, sharing and teaching the values and spirit of the School's founder.

Against the backdrop of a beautiful 450 acre campus the School is now entering a period of ambitious growth and development in terms of its curricular and pastoral provision and also in terms of its physical facilities for teaching and boarding with a capital development programme now planned to include the construction of a Teaching Centre, Boarding Houses, Sports Complex, Auditorium and Library.

Underpinning everything that we do is the aim that each pupil not only gets fulfilment and enjoyment from their school years but leaves the School with an understanding and value of self and with the necessary skills and knowledge to succeed at university and in the wider world. That success depends not only on high academic and extra-curricular achievement but also on having acquired the necessary human skills and values that will enable them to operate in a global society.

In this pack, you will find information about the School, the post and the appointment process. We hope this will tell you everything you need to know, but if you do have any questions, or if you would like to arrange an informal visit, please contact me via email at [principal@sps.edu.pk](mailto:principal@sps.edu.pk)

We look forward to receiving your application.

David Dowdles

Principal and CEO



## **The School**

His Highness Sir Sadiq Muhammad Khan Abbasi, the Ameer of Bahawalpur, laid the foundation stone of Sadiq Public School on 4th March 1953, provided 450 acres of land and financed the entire construction. His Chief Minister, Makhdoomzada Hassan Mahmud, supervised the project.

On January 18th, 1954, His Highness Sir Sadiq Muhammad Khan Abbasi inaugurated the School with 37 students and 7 teachers. The initial structure consisted of the Main Academic Block, 2 Boarding Houses and 5 Staff Houses with Khan Anwar Sikandar Khan as the first Principal. Sadiq Public School began as an institution for girls and boys. In the next two years, one swimming pool, a hospital and 12 staff houses were built by the Public Works Department.

In 1957, the first batch of students appeared, for Senior Cambridge. In 1958 students appeared for Matriculation and in 1966 for Intermediate and in 1994 students appeared for Cambridge A Levels.

In 1966 the admission of girls was stopped. A separate Girl's Section started in May 2003 with 9 girls and has since grown to more than 700 girls with 120 boarders. The new academic building for girls, donated by His Royal Highness the ruler of Abu Dhabi and President of UAE, was completed on July 25th, 2008 for girls classes (Class 6 to 12). Lessons for girls in the new building began on October 6th, 2008.

Today, Sadiq Public School is the embodiment of its Founder's vision - a school providing an outstanding public school education to students not just from the Bahawalpur region, but from all over Pakistan. The School's facilities as well as the environment are good but a major programme of development is now underway. The opportunities for students are unlimited. The curriculum is based on the 5-pointed star of the School's emblem: discipline, academics, sports, clubs, societies, and community service.

Sadiq Public School students gain admission to the world's best universities and make strong and valued contributions to their beloved Pakistan.

Significant investment has taken place in recent years to modernise boarding and redevelop parts of the site. The School has an ambitious estates development plan which will see further investment in the next three years.

## **Person specifications**

### **Candidates must have:**

- A degree and probably a recognised teaching qualification
- At least three years of experience in a teaching role
- Experience in pupil mentoring and tutoring, ideally in a pastoral/boarding role

## **Prior experience**

The ideal candidate would have:

- A first degree in a relevant discipline and preferably a recognised teaching qualification
- Significant, successful experience preferably in a '3-20' international school offering a rigorous academic programme culminating in A level, IB or Intermediate
- Detailed knowledge of Teaching and Learning strategies
- The ability to develop excellent relationships with young people and adults
- Experience of successful, harmonious collaboration with a range of people in achieving agreed outcomes
- Experience of successful involvement in whole school initiatives leading to improved standards
- An understanding of the Cambridge O or A level programme
- Experience and notable success in extra-curricular initiatives including ideally Outdoor Education programmes.

## **Teaching and learning**

The ideal candidate would:

- Be able to help foster a culture which enables everyone to work collaboratively to share knowledge and understanding
- Be clear thinking and able to plan strategically
- Demonstrate a personal commitment to quality and excellence in teaching and learning and their own as well as whole staff development
- Be passionate about learning and seek to create a 'learning environment' which inspires 'learning for life' across the whole school
- Understand that learning is about more than simply the achievement of excellent academic results
- Be innovative, 'leading edge' and continuously strive for organisational improvement based on best practice
- Be creative

## **People, relationships and communication**

The ideal candidate would:

- Be able to build on the considerable strengths and expertise of the current staff and possess the flair to motivate and work with the staff as a whole
- Have excellent inter-personal skills and be 'emotionally intelligent'
- Be able to relate to all students and colleagues in a positive and constructive way, inspire them to achieve more than they think possible and be prepared to celebrate their success

- Be an excellent communicator
- Be a role model for the students
- Have integrity, optimism, resilience and a well-developed sense of proportion
- Have the ability to empathise with and earn the respect of staff and governors
- Help communicate the School's guiding statements (Strategic Aims, Student Profile, Teacher Profile and Parent Profile) to the students, parents, staff and wider community
- Help translate the Strategic Aims into coherent, achievable and challenging plans particularly with reference to classroom practice
- Display a commitment to celebrating the contribution of the School to the wider community

### **Knowledge, skills and qualities**

The ideal candidate would display:

- Openness, a good sense of humour, energy and enthusiasm
- Sensitivity and wisdom in managing relationships with students, parents, staff and other organisations
- The ability to work effectively with a large and diverse staff team
- High levels of interpersonal and English communication skills
- High expectations of student achievement, conduct and behaviour
- The ability to manage any delegated budget effectively and efficiently
- An understanding of international education systems and systems of teacher training especially the PGCEi qualification

### **Job Description**

#### **Reporting lines**

The Teacher will report in the first instance to the Head of Department, the Head of Section and ultimately to the Principal and CEO

#### **Key tasks and responsibilities**

The Teacher will be required to fulfil certain key tasks and to demonstrate a broad range of attributes and skills. The expectations associated with this important role include, but are not limited to, the following:

#### **Whole school involvement and teaching**

- To undertake an agreed amount of teaching in his/her specialist area
- To work closely with the Senior Management Team and all staff in leading the School in the successful realisation of its stated Mission, Vision and Strategic Aims

- To liaise, as appropriate, with members of the whole school Senior Management Team to ensure the smooth running of the whole school
- To help maintain effective systems of consultation, co-ordination, cooperation and communication within the School
- To attend meetings of the departmental team and the whole school, as appropriate
- To participate in any professional development review processes in consultation with other colleagues (e.g. CPD team) as appropriate
- To lead/participate in any professional development opportunities as appropriate in conjunction with other colleagues (e.g CPD team) as appropriate
- To participate in in-service courses as and when necessary in conjunction with other colleagues (e.g CPD team) as appropriate
- To assist the Head of Department with the development of yearly whole-school aims and objectives
- To participate in the organisation of the yearly calendar

### **Communication**

- To help foster an atmosphere in which students can develop, learn and interact in safety and staff can work in harmony
- To possess and employ very high standards of accuracy and fluency in expressing ideas in writing and orally in a variety of forums including staff presentations
- To participate in regular meetings of staff as required
- To be proactive in fostering liaison and continuity between the relevant departments of the four sections of the School (Junior, Prep, Girls and Senior)

### **The wider community**

- To maintain the caring ethos of the School, working closely with the Head of Academics, Head of Pastoral Care and boarding house teams
- To ensure that adequate records of pupil performance are kept
- To maintain a positive, constructive relationship with all members of the wider school community
- To attend Open Day(parent-teacher meetings) as required

### **Planning**

- To participate, where appropriate, in the decision-making process
- To work closely with staff as appropriate on school improvement planning and school development

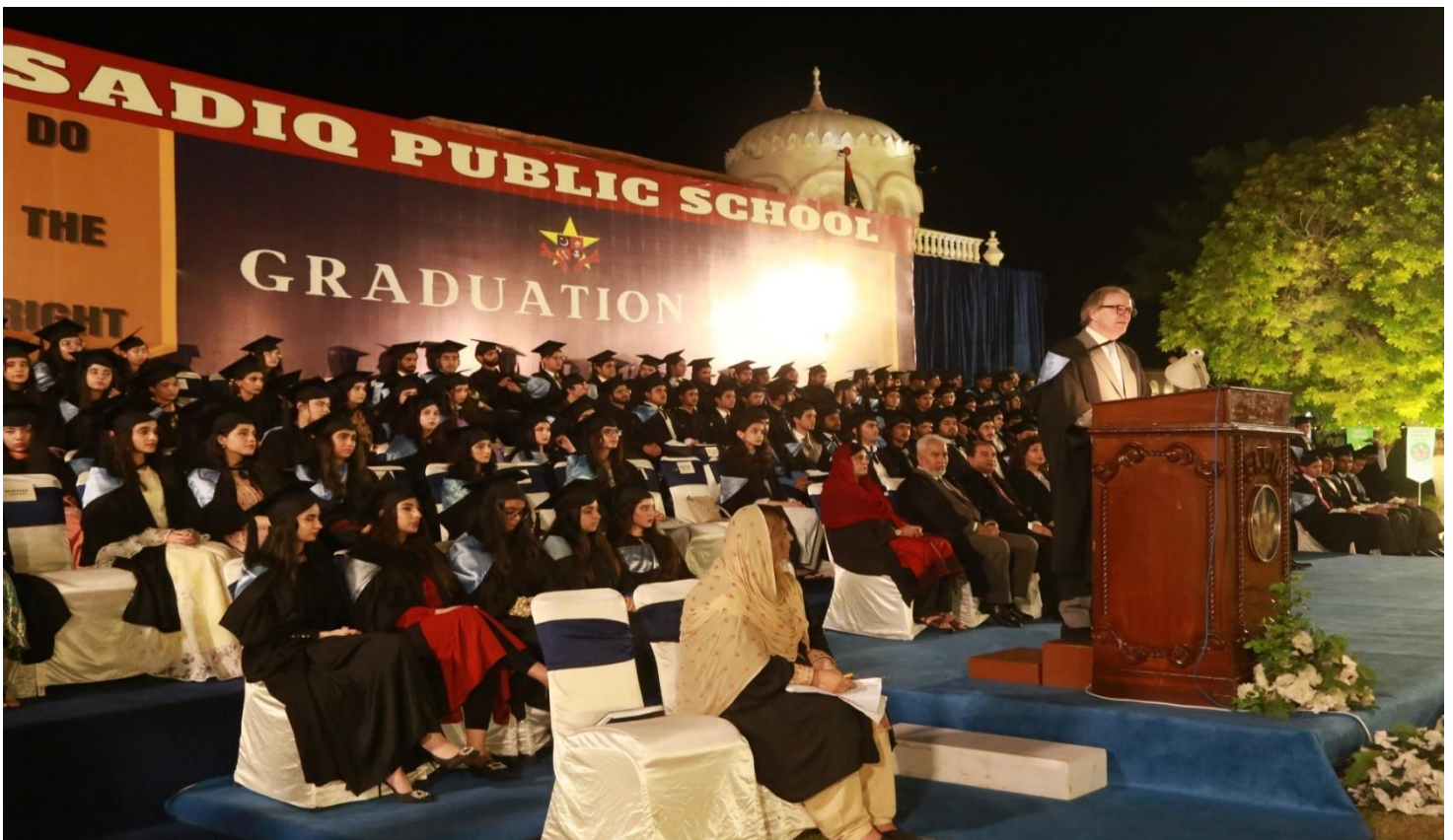
## **Curriculum and student progress**

- To participate, as appropriate, in any review of the curriculum in conjunction with the Head of Department, Head of Academics and others as appropriate and be open to ‘academic innovation’
- To attend any conferences or workshops as appropriate and report back to school staff
- To ensure the regular monitoring of pupil progress

## **Professional knowledge and development**

- To keep well informed on current practice and research applicable to his/her specialist area and in particular on relevant staff training and development initiatives

The above Person Specification and Job Description are not exhaustive and may be changed from time to time at the discretion of the School







## **Pay and allowances**

A competitive salary package, negotiable based on qualifications and experience

## **Application Process**

### **Timeline for appointment**

- Job description finalised September 2024
- Advertisement in the press October 13th 2024
- Closing date October 25th 2024
- Review of applications 26th and 27th October
- Interviews and visit to SPS October/November
- Appointment confirmation December
- Start date January or latest April 2025

The School is committed to promoting the welfare of children and young persons and the Head of Girls' Section must ensure that the highest priority is given this.

## **Terms and conditions**

The terms below do not form part of a contract and are for information only.

### **Hours of work**

Such hours as shall be necessary to properly discharge your duties

### **Contract**

Initial 3 year contract

### **Probationary Period**

This appointment will be subject to the satisfactory completion of a probationary period of 1 year

### **Notice Period**

1 full academic term

### **Confidentiality**

The need for absolute confidentiality and discretion, both within the School and the wider community must be understood and applied

### **How to apply**

Please submit applications using the application form provided on School website [www.sadiqpublicschool.com](http://www.sadiqpublicschool.com). Applications should be sent by post or email for the attention of Mr David Dowdles, Principal and CEO Sadiq Public School. In addition, a covering letter of no more than two pages should be prepared and sent with the application.





# **Sadiq Public School**