



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.

Sadiq Public School is a 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 2500 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. It aims to be a truly world-leading academic institution, sharing and teaching the values and spirit of the School's founder.

Against the backdrop of an expansive and beautiful campus, Sadiq Public School is now entering a period of ambitious growth and development not only in terms of its curricular and pastoral provision but also in terms of its physical facilities for teaching and boarding, with a significant, phased investment programme planned.

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.

We look forward to receiving your application.

Principal



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 Level.

In 1966, the admission of girls was stopped. A separate Girls' 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 the 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. 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.

Job purpose

To deliver high-quality, engaging instruction in an English-medium environment, catering to diverse learning needs across both boarding and day pupils. The role requires strong subject mastery, effective pedagogical strategies, inclusive classroom management, and active contribution to pastoral care.

Person specifications

Candidates must have:

- A degree and probably a recognised teaching qualification
- 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
- 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 level/A level programme

- Experience and notable success in co-curricular and extra-curricular initiatives including ideally Outdoor Education programmes.

Job Description

Teaching and learning

Academic and pedagogical excellence

- Demonstrate deep command of the subject content and deliver clear, structured, and engaging lessons.
- Apply a diverse range of teaching and learning strategies (e.g., active learning, inquiry-based learning, direct instruction) aligned with modern educational standards.
- Utilise effective pedagogical techniques to explain complex concepts clearly and maintain high academic standards.

Inclusive teaching, differentiated instruction

- Challenge and extend outstanding students through advanced tasks, critical thinking exercises, and enrichment activities.
- Support and inspire average students to reach higher levels of academic attainment.
- Identify learning gaps in below-average students and use remedial support to build confidence and academic progress.
- Utilise formative and summative assessments to track progress and adapt teaching strategies accordingly.

Pastoral Care and pupil wellbeing

- Actively contribute to the pastoral welfare of both day and boarding pupils, maintaining a safe, supportive, and nurturing environment.
- Monitor student wellbeing, academic progress, and emotional development, liaising with house staff, pastoral care team, and counsellors when necessary.
- Foster positive relationships with pupils, promoting self-discipline, resilience, and personal growth.
- Participate in boarding duties, prep supervision, and house activities as required.

Classroom management and environment

- Maintain a well-ordered, respectful, and inclusive classroom culture that encourages active participation.
- Enforce school policies on behaviour, attendance, and English-language immersion across all school settings.

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 positively and constructively, 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, students and parents
- 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
- Have good ICT skills and the ability to use computer applications

Reporting lines

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

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 amount of teaching workload in his/her specialist area
- 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 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 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.

Terms and conditions

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

If a person wishes to resign his post during the probationary period, he must give one month's notice in writing or pay an amount equal to one month's salary to the School in lieu of notice. After confirmation in case of resignation by an employee, three month's notice or three month's salary in lieu thereof will be required.

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 the School website: www.sadiqpublicschool.com. Applications should be sent by courier service or post for the attention of the Principal, Sadiq Public School. In addition, a covering letter of no more than two pages should be prepared and sent with the application.





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