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| **Position**  | **:** | **Head of Department** |
| **Line Manager** | **:** | **Deputy Head Academic** |
| **Maximum Teaching Hours**  | **:** | **15** |
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Lead and manage change

* Lead the school community in planning the introduction and facilitation of change.
* Develop creative and flexible responses to change.
* Manage emerging challenges and opportunities.
* Respond to Supreme Education Council educational reforms.

Lead and develop people and teams

* Model high standards of performance.
* Develop, empower and support individuals and teams.
* Manage individual and team performance.
* Develop networks to support individuals and teams.

Develop and manage school–community relations

* Create positive relationships with families to enhance student learning.
* Build school–community partnerships to enhance student learning.
* Communicate effectively with the school community.

Develop and manage resources

* Allocate resources to create and maintain an effective learning environment
* Manage human resources to create and maintain an effective learning environment.
* Manage financial resources to create and maintain an effective learning environment.
* Manage school data and ICT resources to create and maintain an effective learning environment.
* Manage facilities to create and maintain an effective learning environment.

Structure innovative and flexible learning experiences for individuals and groups of students

* Identify learning goals that reflect curriculum documents and school policies.
* Incorporate information on students in the design of learning experiences.
* Plan for students with special learning requirements in the design of learning experiences.
* Select innovative and flexible teaching and learning strategies to maximise student learning.
* Implement flexible and innovative learning experiences.
* Review and evaluate learning experiences.

Use teaching strategies and resources to engage students in effective learning

* Use a variety of teaching and learning strategies to engage students in effective learning.
* Use a range of teaching resources to engage students in effective learning.
* Evaluate the effectiveness of teaching and learning strategies and resources.

Foster language, literacy and numeracy development

* Critically review personal Arabic and English language, literacy and numeracy skills.
* Determine students’ language, literacy and numeracy skills to inform the planning and implementation of learning experiences.
* Integrate language and literacy development across all teaching/subject areas.
* Integrate numeracy development across all teaching/subject areas.
* Monitor and evaluate students’ language, literacy and numeracy development.

Create safe, supportive and challenging learning environments

* Create safe and supportive learning environments.
* Provide learning environments in which students have responsibility for their own learning.
* Provide learning experiences in which students engage in purposeful and intellectually challenging learning experiences.
* Provide learning experiences in which students use higher-order and critical thinking skills.
* Provide learning environments in which students learn to take responsibility for their own behaviour.

Construct learning experiences that connect with the world beyond school

* Devise learning experiences that build on students’ prior knowledge, life experiences and interests.
* Engage students in learning experiences that integrate ideas, concepts and information across teaching/subject areas.
* Provide learning experiences that establish connections with the world beyond the classroom.
* Develop learning experiences that involve students in examining study, work and leisure in the future.
* Design learning experiences that foster personal initiative and enterprise.
* Create learning experiences that actively use ICT to organise, research, interpret, analyse, communicate and represent knowledge.
* Use ICT in the assessment of student learning.
* Evaluate ICT-based teaching, learning and assessment approaches.
* Use ICT to access and manage information on student learning.

Assess and report on student learning

* Establish learning goals and assessment requirements.
* Plan assessment.
* Conduct assessment.
* Provide feedback on assessment outcomes.
* Review assessment.

Apply knowledge of students and how they learn to support student learning and development

* Use information on students to support learning.
* Support students in developing personal identity, self-esteem and a positive self-image.
* Assist students to develop empathy with others.
* Engage students in assessing and planning their personal futures.
* Provide care and support for students.

Apply teaching/subject area knowledge to support student learning

* Acquire and maintain teaching/subject area knowledge.
* Apply knowledge of curriculum documents and support materials to enhance student learning.
* Apply teaching/subject area knowledge to enhance student learning.

Work as a member of professional teams

* Meet personal work-related goals and priorities.
* Contribute to professional teams.
* Work with others to maximise student learning.
* Contribute to improving the performance of professional teams.

Build partnerships with families and the community

* Build relationships with families and the broader community to enhance student learning.
* Establish learning environments that acknowledge students’ families and communities.
* Promote school and Supreme Education Council education reforms.

Reflect on, evaluate and improve professional practice

* Reflect critically on professional practice.
* Engage in personal and collegial professional development.
* Contribute to learning communities and other professional networks.
* Participate in school governance.
* Meet ethical, accountability and professional requirements.

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| **Key priorities**To ensure systems of performance management are robust in the departmentTo ensure there is a system to hold staff accountable for their work and reward them if appropriateTo ensure that systems of intervention are set up and ensure that all students are on course to make a minimum of 2 levels of progress per key stageTo ensure that records are kept of all subject teachers to monitor homework, marking and progress of studentsTo develop systems to monitor the delivery of the curriculum and ensure that curriculum is taught completelyTo ensure schemes of work are written and include reference in particular to APP standards and the National Curriculum of England/ IGCSE/GCE specificationsTo ensure all exam courses are complete before the April 2014 breakTo ensure marking in the department is at a high standard that includes opportunities for students to respond to feedback givenTo ensure systems of moderation of work is set up and occurs at least once a termTo ensure that all lessons promote reading, writing and communication skillsTo support the accreditation processTo ensure all staff receive professional development as needs assessed To support whole school initiativesTo write and implement a department developmental plan that is aligned to the school improvement headlines |

**Employee will contribute through their work to the overall Mission and Vision of the school.**

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| **Signature of Staff** |  | **:** |  |
| **Date** |  | **:** |  |
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|  |  |  |  |
| **Signature of Principal** |  | **:** |  |
| **Date** |  | **:** |  |