

Deputy Head and Curriculum Coordinator

Department: Senior Leadership Team

Line Manager: Principal

Key Relationships: Principal, Head of Integrated Technology, Teachers, Parents, Children, Central Office, School Admin team.

Position Requirements:

Education: Bachelor Degree in a related area and relevant experience

Experience: Related experience preferable in a school setting working with Early Years age children. Should have previous experience of leadership in other roles or as a previous DHT. Should have considerable experience in teaching EYs and in managing a class and teaching Early Years curricular.

Competencies: Strong communication skills, Inter-personal relationships, empathy, professionalism, sensitivity, high standard and expectations, strong EYs subject knowledge, be able to challenge underperformance positively, experience in successfully managing teams, strong knowledge of data, assessment and data analysis systems such as excel, be able to analysis and interpret data to support positive change, preferably strong knowledge of UAE and EYs international expectations from both SLs and parents, the ability to demonstrate strong pastoral care towards our staff and children, an outstanding EYs practitioner.

Primary Purpose of Job: The DHT, Curriculum Corrodinator is to lead the academics of the school on a day to day basis in conjunction with the Principal. To assist in shaping the future of the school and to ensure high quality outcomes for children in all year groups. The should be instrumental in the daily running of the academics of school life and ensure that teams are all doing what is expected of them in a professional, happy manor. They should have the autonomy and proactiveness to make decisions and lead within what has been agreed at SLT level and need very little day to day management from the Principal. The should be the first point of contact for teachers for any issues, queries or concerns after their immediate team leader. The should lead the learning in school in every aspect alongside the Principal.

Key Responsibilities:

- Confidentiality & respect for school policy needs to maintained at all times, must have a strong knowledge of school policies ad expectations and why they are in place.
- Promoting Taaleem vision, policies and ethos.
- To ensure communication across school in all areas is of the highest standards and respectful and professional at all times with all stakeholders.
- To monitor and support teachers and TA's in implementing the curriculum, school's philosophy, mission, ethos, teaching methodology.
- To positively contribute to the schools's positive behaviour maagemnt ethos and systems. To model to our chidlren the respect and communication expectations we want.
- To train and guide all academic staff in understanding what high quality EYs provision feels, looks and sounds like. To have a strong subject knowledge and be able to pass this knowledge on and ensure positive impact on staff.
- Monitor staff closely and be able to challenge underperformance professionally, sensitively and with support.

- To contribute to the school self evaluation documents and school improvement plans and to be able to support the contributions by quantifiable evidence and data.
- To create a strong community within the grade levels (including staff, parents and children) to facilitate the collective and efficient school environment.
- Ensure the curriculum is being followed consistently throughout the grade levels and that as far as possible staff understand their subject and the expectations of academics, assessment and professionalism.
- To ensure our curriculum is creative and has a language focus and that staff understand what this looks like in their class.
- To be able to use data and assessment collection systems, analyse them, assess the outcome and use the data to ensure positive change and improvement in provision and outcomes for children.
- To work in conjunction with the Head of Technology Integration to ensure assessment data is recorded, stored and analysed appropriately.
- To be able to support whole school inclusion alongside the Principal.
- To be able to lead whole school child protection alongside the Principal and school Nurse.
- Organise and guide school related events.
- Lead by example, model the highest standards of practice and encourage initiative and creativity within your team
- Be the lead for developments in curriculum and assessment across the school.
- Be the lead for moderation across the school.
- Occasional supply cover where appropriate across the school.
- Model best practice in teaching and team teaching to support an improvement in teacher and staff skills.
- Coordinate teachers workshop in-house and monitor those teachers on action plans.
- Conduct probation review & yearly appraisals of teachers and TA's where appropriate.
- Ensure whole school appearance and environment is in line with the school policies and expectations.
- Ensure End of Topic Celebrations are appropriate and well planned Ensure regular meeting with all school coordinators. E.g. website, book, etc.
- Timetables to be designed in liaison with Principal and staffing/curriculum needs.
- Ensure Principal is informed at all times of any staff & parent issues ahead of time.
- In conjunction with the Principal ensure all school reports that are sent home are of a high standard and in line with our curriculum, expectations and communications policy.
- To lead whole school events and in school assemblies and workshops regularly.
- To be a point of contact, information and reassurance for parents, staff and children.