Job Description – Director of Arabic Curriculum Subjects

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| Job Title | Director of Arabic Curriculum Subjects |
| Line Manager | Principal |
| Needed for: | For August, 2020 |

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| Purpose and Mission : To support the following Amity International Strategic Priorities |
| Drive the strategic development of the School’s Arabic medium departments (Arabic for first language and second language students, Islamic Studies, Social Studies) in order to help the school continues its journey towards becoming a leading 3-18 not-for-profit school in the Middle East. This person will be integral to helping the school achieve this aim.  All Staff are expected to work collaboratively to further the school’s development and achievement of its strategic aims (see attached) |

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| Key Performance Indicators |
| * High quality teaching and learning of the Arabic, Islamic and Social Studies departments as observed as part of the annual appraisal cycle * National recognition for best practice in the implementation of standardised assessment in Arabic * Learner surveys indicate that pupils feel challenged and supported in lessons * Parent surveys indicate a high satisfaction with the progress of their children and the provision available * Students outcomes in internal and external assessments demonstrate that pupils make good progress |
| Values |
| * **Inspiring Excellence**: The pursuit of excellence is encouraged in all areas of school life. * **Celebrating Diversity**: Our community is culturally rich and a source of benefit for all learners. * **Collaboration**: Working together, we are more effective. * **Togetherness:** An Amity education is done with and for our pupils rather than to them. Respect based on a culture of integrity, accountability, compassion and sense of fairness means that collectively, the school works together to ensure that the School fulfils its commitment to its community in the best way possible. |
| Duties and Responsibilities |
| The Director of Arabic (MoE) Curriculum is a member of the School Leadership Team, which meets regularly with the Principal.   * The overall running and leadership of the Arabic curriculum subjects (Arabic, Social Studies and Islamic Studies). * Management of the resources, finances and staffing of the department in order to find efficient learning opportunities for the pupils. * The maintenance of a focused, driven and purposeful atmosphere throughout the department, underpinned by a sense of order and general discipline   • Evaluation the effectiveness of the planned curriculum and to ensure an appropriate system of assessment and record-keeping is maintained by the Heads of Department in these curriculum areas.  • Meetings with prospective new parents, and explain to them the teaching methods, available resources and facilities available for teaching Arabic, Islamic and Social Studies.  • Encouragement of parents to take an active interest, and where appropriate, involvement in the curricular and co-curricular activities run by these departments.  • Reporting to the Governors and attend meetings as required.  • Organisation cover for absent staff.   * Preparation of the timetable in collaboration where appropriate with the Director of Studies and the Head of Schools   • Assisting the administration and other support staff in liaison with the Abu Dhabi Education and Knowledge Department to ensure compliance with the Ministry of Education requirement with respect to the teaching of Arabic, Islamic and Social Studies.  • Active participation in the liaison between the different departments to ensure that UAE culture and values is embedded throughout the curriculum   * Active participation in parent liaison forums such as the Emirati Parent Consultation Committee   • Recruitment of the best possible staff for the Arabic curriculum subjects in consultation with the Principal  • Pursuance of a policy of staff development and appraisal of Arabic, Islamic and Social Studies departments,  • The operation of a consultative procedure to allow staff the opportunity of taking part in planning and evaluating the Arabic, Islamic and Social Studies department performance.  • Liaison with the Abu Dhabi Education and Knowledge Department in the support of equivalency, matriculation and graduation of Amity pupils.  As a member of the Academic staff, you will be also expected to follow the guidelines set out in the staff handbook related to planning, assessment, and other aspects of general teaching and learning at Amity. There will also be wider pastoral, co-curricular roles, and other school duties. All staff are also expected to contribute towards helping to deliver the whole school strategic priorities.  All academic staff are also expected to adhere to the following duties and responsibilities:  *Personal and Professional Conduct*   * Always maintain high standards of ethics and behaviour, within and outside School * Ensure that pupils are always treated with dignity in order that a culture of mutual respect is maintained. A tolerance and respect for the rights of others is core to the school’s ethos. * Staff should always be mindful of observing appropriate boundaries in order that the teacher’s professional position is not compromised in any way * Adhere at all times to the School’s Safeguarding policy and procedures and regard the child protection and well-being of paramount importance * Support and encourage the values and aims of the UAE including tolerance of those with different faiths and beliefs and being mindful of sensitive topic areas * Have proper and professional regard for the ethos, policies and practices of the School and maintain high standards in their own attendance and punctuality   *Other responsibilities*   * Attend staff meetings, open evenings, parents’ evenings, morning assemblies and staff morning briefings unless on duty. * Follow all agreed School Policy and procedures as shared and as per the Staff Handbooks * Undertake other reasonable duties as the Principal deems necessary for the effective operation of the School |
| Skills and Character |
| *Essential*:   * The ability to think strategically, work collaboratively and to present to parents, pupils and colleagues a warm, engaging and approachable personality * Good personal Administration and Organisation skills * A high level of professionalism * Self-awareness and reflection, personal drive and resilience * Good written and oral communication * An ability to work and contribute in a team * Passion for teaching and commitment to educating the whole child and achieving outstanding outcomes of pupil learning and achievement * Understanding of effective teaching, learning and assessment techniques * Creativity and capacity for innovation * Optimism in order to be a positive influence on student achievement and progress * A commitment to the safeguarding and well-being of young people * A working understanding of how a range of factors can inhibit students’ physical, social and intellectual development of children and all-round learning and a capacity to adapt teaching to support students’ education at different stages of development, and know how to adapt * Respect for all members of a school community, irrespective of position, gender, age and ethnic background   *Advantageous*:   * An ability to manage change * Capacity to be innovative and the self-confidence to pursue an initiative * A willingness to take a lead in an aspect of school-life * Recent and consistent involvement in co-curricular activities |
| Qualifications and Experience |
| *Qualification:*   * Bachelor’s degree in education OR other relevant field with a teaching qualification appropriate for the age range   *Knowledge/experience:*   * The successful candidate for this challenging and rewarding position will have at least three years’ experience of managing a well-functioning department |
| *Other Requirements* |
| * Appropriate references from current and previous employer, corroborated by personal phone calls made to each referee * Acceptable police checks (or equivalent) from the country of origin and from all other countries in which the applicant has worked and unquestionable suitability to work with children |

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description.

This job description may be amended following discussion between the line manager and member of staff. This might, for example, follow an appraisal process, and will be varied in the light of the needs of the school.

Amity International School is committed to safeguarding and promoting the welfare of children and young people. It expects all staff, volunteers and any third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Signed: ……………………………Name (Print): ………………………………. Date: …….…………………

Amity International School

Strategic Aims and Mission

Across the following areas, by September 2022, the School will have:

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| **Community** |
| * Enhanced engagement through the Friends of Amity for the benefit of Students, Parents, and Staff * Maintained a strong and happy multinational community of parents, students and staff |
| **Academic** |
| * An enhanced culture of academic ambition, with inspirational teaching and high expectations for all students, allowing students of all abilities and curriculum strengths to progress at appropriate rates of learning * Reviewed and developed its flexible and innovative curriculum rooted in a love of learning * Achieved public examination results that demonstrate strong ‘Value Added’ at all levels * A more diverse curriculum at all levels * Embedded Arabic within the cross-curricular provision throughout the school * Established effective programmes for online-learning and opportunities to collaborate in academic projects beyond Amity |
| **Pastoral** |
| * Built on our reputation for excellence in pastoral care, ensuring that our students are happy and safe at school * Developed the class teacher/tutor provision to deliver outstanding support to all students in partnership with parents * Established stronger partnership with parents through enhanced communication about student welfare and progress * Established sector-leading counselling and wellbeing services integrated within the overarching pastoral care of students |
| **Co-Curricular** |
| * A culture and practice where all members of the teaching staff and students are actively involved in an appropriate and balanced range of activities * A proven reputation for excellence in the creative and performing arts, with increased participation and/or performance opportunities * Increased opportunities for encouraging community service and charitable giving * Developed outstanding sports provision, ensuring equal standards for boys and girls * Established joint ventures with a wide range of external partners across the co-curricular spectrum |
| **Organisation** |
| * Established a reputation as a leading private school in Abu Dhabi * Enhanced its personalised and differentiated approach to all-round education, offering excellent added value in all areas * Developed outstanding provision of advice and preparation for life beyond school in its widest sense * Increased its provision of means-tested financial support to widen access to an Amity education * Built a network of partnerships offering enhanced opportunities for collaboration, community service, ECA providers, and work experience beyond Amity * Developed innovative use of IT in teaching and learning, communications and administration * Operating an even more efficient bus service that benefits a greater proportion of the student body * Enhanced value for money through increased efficiency in purchasing and procurement across the School’s operations * Evaluated opportunities and established strategies for the generation of new revenue streams to address the challenge of affordability |
| **Admissions and Marketing** |
| * Grown applications whilst maintaining a balance of genders and a similar diversity in nationalities * Asserted our existing academic entry requirements, whilst selecting on character, attitude, curriculum accessibility, and potential for happiness * Established a competitive brand value for ‘extraordinary education’ and for delivering excellence across the breadth of the school’s full education provision * An even higher proportion of families choosing Amity as a first choice for all their children * Outstanding and distinctive marketing through all media, closely reflecting our ethos and strategic aims |
| **Staff** |
| * An efficient staffing structure with very high levels of staff morale and job satisfaction and a sense of common purpose * Widespread understanding of responsibilities and accountabilities, strong and innovative internal communication and broad engagement in strategic planning and school evaluation * An established staff well-being programme committed to the enhancement of staff morale and job satisfaction * A culture of professional review and development and leadership training * Extensive training programmes and an established range of opportunities to collaborate with teachers across disciplines, and across the city or country |
| **Facilities and Campus** |
| * Established a clear and deliverable framework for further campus development to support the School’s co-curricular and curriculum expansion and strategic aims * Maintained and develop a campus with infrastructure and services that can respond to the ongoing needs of the School fast expansion * Established a long-term sustainability projects and initiatives that not only model best environmentally-friendly practice to our students but help lower the School’s carbon footprint and impact on the local environment. |