

## Director of MOE Subjects Job Description

**Department:** Senior Leadership Team

**Direct Reporting Line:** Principals

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### Safeguarding Statement

Taaleem is committed to safeguarding and promoting the welfare of children. At Taaleem, we hold ourselves to a high standard of effective practices in relation to child protection and we are committed to safeguarding and promoting the welfare of children. We expect all staff to share this commitment. Successful applicants will be subject to various background checks including, receipt of high quality references, proof of relevant qualifications, identification and police checks, including overseas checks.

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### Job Purpose:

The Director of MOE Subjects holds the overall school responsibility and accountability for monitoring student progress, attainment and curriculum delivery through close collaboration with the SLT for MOE Subjects. The Head of MOE Subjects also supports all teachers in achieving outstanding teaching for effective learning results whilst working with the SLT and department members to assess the impact of school action plans in achieve desired learning outcomes.

### Key Relationships (Internal and External):

Principals, Senior Leadership Teams, Department Heads, Curriculum Coordinators, MOE Subjects Teacher and Learning Assistants

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### Key Accountabilities:

- Promote Taaleem’s mission of “*inspiring young minds*”, our vision of being the most respected education provider in the UAE, and our core values of pioneering, professional, nurturing and spirited in daily work and interactions.
- Work collaboratively with Taaleem schools to develop group wide policies and procedures.
- Provide leadership in the development of strategic approaches for the development of MOE Subjects within the school.
- Provide advice and guidance to the SLT on budgetary priorities.
- Work collaboratively with and line manage the MOE Subjects teachers and learning assistants.
- Formulate and provide professional development programs designed to support teachers and learning assistants with outstanding teaching for effective learning.
- Maintain awareness of best practices, emerging research and critically reviews these developments for the suitability for enhancing student attainment, progress and skills.
- Provide support in the application and development of key school systems.
- Seek and establish links with other schools and experts that will provide enhancements to the development of MOE Subjects across the school.
- Actively create and promote opportunities to engage and assist parents in effective language and Islamic development by their children.
- Support teachers through developmental feedback through the performance management process.
- Actively involved in SLT duties and responsibilities.

- Monitor all MOE Subjects lesson plans and unit planners ensuring MOE Subjects lessons promote the consistent development of students' independent learning skills of critical thinking, enquiry and investigation.
- Develop and evaluate assessments and assessment systems across the schools.
- Train teachers and make sure they are using formative and summative assessment information more effectively to guide students' next step in learning.
- Moderate marking of exams, internal benchmarking assessments.
- Assist in the recruitment and orientation of new faculty for the department.
- Prepare department budgets and orders for supplies, books and equipment, and follow up on the status of the orders.
- Prepare end-of-year department reports and action plans.
- Keep abreast of research and developments regarding best educational practices. Helping Arabic teachers and Arabic teacher assistants developing their capacity to differentiate instruction and to work with exceptional learners, including students with learning disabilities.
- Support and assist in organizing professional development for department members.
- Collaborate with other Department Chairs on the vertical and horizontal alignment of the curriculum school-wide language policies and curriculum development.
- Organize and/or provide coverage when department members are absent.
- Organize department ECAs, activities and assemblies.
- Assist in the placement of students into appropriate courses, including giving and grading of placement tests when appropriate and necessary.
- Engage in trouble-shooting and problem-solving, as needed.
- Translating as needed (Letters to parents (for Parents relation office) / Different type of documents (for Facility management) / Arab Parents meetings with teacher.
- Keep abreast of KHDA regulations and regularly report and respond to new developments and policies to the SLT.
- Review students' reports ensuring that appropriate comments and feedback in both languages Arabic and English for A and B teachers.
- Lead and organize MOE Subjects workshops for parents as needed.
- Participate on the school advisory committee as required and lead MOE Subjects committees as appropriate.

### Person Specification:

**Education:** Bachelor's Degree, Teaching Certification, educational leadership/management workshops

**Experience:** Two years' senior or middle leadership in a similar setting

#### Competencies:

- Knowledge of international accreditation, inspection and evaluation frameworks
- Excellent communication skills in spoken and written form
- Educational leader and outstanding teacher
- Sound decision making, solutions focused, knowledge of child protection and health and safety
- Experience in developing and/or sustaining high performance teams
- Highly effective relationship management with a variety of stakeholders

#### Attributes:

- Collaborative team player, inspirational speaker, empathetic listener
- Integrity and confidentiality
- Strategic thinker, able to convert vision into action

- Internationally minded, emotional intelligence
- Intercultural awareness, creative, persuasive
- Flexible and capable of managing growth and instilling high standards
- Adept in multilingual settings, spirited, pioneering, professional and nurturing

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**Acceptance and Approvals:**

**Confirmed by Employee:**

Signed:

Date:

**Reviewed by Line Manager:**

Signed:

Date: