



DUBAI COLLEGE

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DATA ANALYTICS TEAM LEAD

START DATE: 15 AUGUST 2025

2025



THE POST

Job Title:	Full time Data Analytics Team Lead
Reports to:	Educational Systems Director
Department:	IT Department
Start Date:	15 August 2025
Application Deadline:	18 April 2025

Job Summary

The Data Analytics Team Leader role is pivotal in collaborating with senior leadership, via the Educational Systems Director, to identify key metrics and performance indicators that track student academic progress and achievement and supportive operational data as requested. This involves designing, developing, and maintaining comprehensive databases and data systems that effectively collect, organise, and analyse academic and operational data. By conducting in-depth data analysis, the role aims to identify trends, patterns, and insights related to student performance, attendance, behaviour, and other relevant operational metrics for example.

In addition to core analytical tasks, the Data Analytics Team Leader will line manage the data manager and a data visualisation developer, ensuring the seamless integration of their work with overall data strategy. This includes coordinating tasks, providing guidance, and mentoring team members to develop a collaborative and productive environment.



Regular reports and dashboards will be designed and generated to communicate academic and operational data findings and insights to school leadership, departmental, and other stakeholders. Additionally, the role provides support and guidance to staff on interpreting and utilising academic data to inform instructional strategies, intervention initiatives, and student support services.

Collaboration with all college stakeholders is essential to ensure data integrity, security, and compliance with relevant regulations and best practices. Staying informed about emerging trends, technologies, and best practices in academic data analysis and educational research and communicating these to the Educational Systems Director is also a key responsibility.

Requirements:

- Currently residing in UAE preferred.
- A bachelor's degree in education, Statistics, Computer Science, Information Systems, or a related field is required, with a Master's degree preferred.
- Proven experience as a data analyst, preferably in an educational setting, with a strong understanding of academic data systems and processes.
- Experience working in a British school is required.
- Proficiency in data analysis tools and MIS software such as Microsoft Excel, Power Bi, SQL, Tableau, or similar platforms or coding environments; excellent knowledge of ISAMS is essential.
- Excellent analytical, problem-solving, and critical thinking skills with a keen attention to detail.
- Strong communication and interpersonal skills, with the ability to effectively collaborate, train and communicate technical information to non-technical audiences.
- Ability to work independently, manage multiple tasks and deadlines, and adapt to changing priorities in a fast-paced environment.
- Commitment to maintaining confidentiality and handling sensitive data with integrity and professionalism.
- Knowledge of data protection, data privacy, and cybersecurity principles and practices.



THE POST

Additional Skills Requirements for Team Leader Role

- Proven leadership experience, with the ability to lead and manage a team of data coordinators and data visualisers effectively.
- Strong project management skills, with the ability to oversee multiple projects simultaneously and ensure timely completion.
- Excellent decision-making and strategic thinking abilities, with a focus on achieving organisational goals and objectives.
- Ability to mentor and develop team members, developing a collaborative and supportive work environment.
- Strong conflict resolution and problem-solving skills, with the ability to address and resolve issues within the team promptly.
- Experience in developing and implementing data-driven strategies to improve academic performance and student outcomes.
- Ability to build and maintain strong relationships with stakeholders, including academic leadership, faculty, and external partners.

THE DEPARTMENT AND THE COLLEGE



THE DEPARTMENT

The IT Department is a dynamic and integral part of the organisation, dedicated to providing exceptional IT support and services to the whole school community.

Comprised of highly qualified professionals, including IT Support Specialists, Network Administrators, and System Analysts, the team works collaboratively to ensure the smooth operation of all technological systems. The department is not only a hub for resolving technical issues but also a resource for driving innovation and efficiency within the organisation.

Collaboration is central to the department's approach. The IT staff work closely together, sharing their expertise and supporting each other to deliver the best possible service to the Dubai College community. The team provides IT support to all departments within the college, addressing their IT needs holistically. Whether troubleshooting hardware issues, implementing new software solutions, or providing training on the latest technologies, the department ensures a seamless and productive work environment.

Cybersecurity and data privacy are always central components of any technological or digital innovations, and all department members are expected to understand the relevant regulations.

THE COLLEGE

We are an independent, coeducational, not-for-profit, selective school for boys and girls aged 11-18. We follow an adapted English National Curriculum and our vision is to be “leading British education overseas”, underpinned by four pillars of sporting, creative, philanthropic and academic endeavour. Named British International School of the Year 2019 by Independent School Parent magazine, the school has since featured five times in the Spear's and Carfax Indexes as one of the top 100 private schools in the world.

Our work on wellbeing was recognised when we were awarded the International School Award for the Initiative to Support School Wellbeing and Safeguarding in 2020 and we were named Best British Curriculum School in the UAE in the SchoolsCompared Top School Awards 2021.

In 2022 we were shortlisted for the International School Awards for our work on diversity, equity, inclusion and justice, and in 2023 we were nominated for no less than 8 SchoolsCompared Top School Awards in the UAE and we were finalists for four. Dubai College is a forward-thinking and self-improving school for whom the needs of our students are at the heart of every decision we make. We were founding members of the UAE Research Schools Network and our reputation is based upon our commitment to keep learning first.

SCHOOL SIZE & RESULTS



As a consequence, we have a generous CPD budget which is used to create and support continuous learning opportunities for staff. Our Deputy Head: Learning and Teaching, supported by Specialist Leaders in Education, mentors and supports staff in digital skills, oracy, stretch and challenge and the science of learning. Teaching staff are encouraged to undertake action research projects and apply for part-time master's degrees in education-related fields and aspiring leaders are guided through the reformed National Professional Qualifications.

The British Schools Overseas inspection of the College (conducted in November 2024) classified the school as 'Outstanding' in every category noting that "pupils are exceptionally articulate", that "relationships between pupils and teachers are very positive" and that "pupils are exceptionally well cared for by the school's staff".

The number of students on roll is currently 1112 and comprises boys and girls in the 11 to 18 age range with 295 in the Sixth Form. The College operates an eight form intake of 176 students in Year 7. Approximately 40% of the students are British, but 59 other nationalities are represented.

The GCSE and A Level courses followed are those of one of three examination boards (Edexcel, AQA, and OCR). Examination results are consistently outstanding and Dubai College remains the top performing school in the United Arab Emirates. In 2024 students achieved 95.2% grades 9-7 at GCSE and 76.4% A*/A grades at A Level.

As such Dubai College results were in line with the 5th best fully co-educational independent day school in The Daily Telegraph League Table at GCSE and the 8th best at A Level.

Our excellent A Level results mean that 56% of Dubai College Year 13 students starting university in 2024 went to the top 1% of universities worldwide (according to QS World University Rankings 2023) and 20% of our leavers are going to universities in the Top Ten global rankings, including Oxford, Cambridge, Imperial and Stanford.

The summer of 2024 saw 16 of our students heading to Oxbridge or Ivy League institutions (8 to Ivy League, 5 to Oxford, 3 to Cambridge), representing 11% of the entire cohort.

While we do invite all our students to rise to the challenge of our academically rigorous curriculum, in the true spirit of independent schools we also champion the importance of our flourishing extra-curricular programme to which all staff contribute at least one extra-curricular activity per week. Classes are small and the facilities, resources and teaching environment are very high quality.

It is therefore no surprise that the College has developed a very strong regional and international reputation for drama, music and sport as well as academic outcomes. We are a member of HMC, COBIS (Council of British International Schools) and BSME (British Schools of the Middle East).



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ETHOS

As a College we are aiming to engineer balance in the lives of students who are academically very able. There is no blueprint for a Dubai College student rather we are aiming for students to discover for themselves who they are and who they want to be. By creating a wealth of opportunities for students to participate in as broad a range of experiences as possible whether they are sporting, creative, philanthropic or academic, we are enabling them to discover their own place within the school community and in time within the world outside.

We never lose sight of the fact that our academically gifted students aspire to perform as well as possible in public examinations and we continuously champion the academic. However, the ability to work as a member of a team, to manage set-backs and failure and to recognise personal strengths and weaknesses will be as important in enabling them to live their life with integrity and is consequently a core focus of what we do here. As a result our students leave us as confident individuals with the knowledge, skill set and outlook to succeed at the very best universities and eventually in their chosen, often very challenging, career paths.

When asked what standards we expect of one another as professionals DC staff demonstrate a real sense of vocation, that working at Dubai College is not a job but a lifestyle choice.

Teachers believe strongly that they should be able to fulfil their academic responsibilities to their students and must be accountable for the outcomes of every one of their students.

The next most important expectation of staff at Dubai College is that they should embrace whole school life and contribute fully to the extra-curricular programme both during and after school hours.

The College really does have a great feel about it. It already has an exceptionally strong national and international reputation and if you feel you have the potential to build on our reputation as a centre of excellence on the global stage we would very much like to hear from you.



WORKING AT DUBAI COLLEGE

Working at Dubai College as a member of the support staff is a dynamic and rewarding experience. Like all members of the team, support staff are expected to go beyond the basic requirements of their role, contributing their time and expertise to ensure the smooth running of the school and the success of its students. The commitment to creating a strong sense of community extends to support staff as well, who are integral to the daily operations of the College and work closely with both students and academic staff.

Support staff are expected to exhibit excellent professional courtesy to one another and the wider school community. While academic staff manage their disciplines, support staff play an essential role in maintaining the quality and atmosphere of the College. This means upholding high standards of professionalism, supporting the well-being of students, and working collaboratively with colleagues across all areas of the school. Staff should also be mindful of cultural sensitivities, ensuring that their conduct and appearance align with the values of an Islamic country.

Just as academic staff go beyond the baseline, support staff are encouraged to continuously seek improvement in their work and to be proactive in helping to create an environment where students and staff alike can thrive. Every role, whether in administration, facilities, or pastoral care, contributes to the bigger picture of student achievement and school success. As part of a close-knit team, all staff share responsibility for the overall outcomes of the College.

The ethos of Dubai College is rooted in a strong sense of community and mutual respect. As members of a "not-for-profit" institution, support staff play a key role in ensuring that all resources are dedicated to the betterment of the students and the school environment, with a shared focus on nurturing well-rounded, successful citizens.

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WORKING HOURS AND HOW TO APPLY



Working Hours

This full-time position requires a minimum of 38 hours work per week. This position may require after-hours and weekend work to address critical issues.

Salary & Benefits

The contract of employment provides a salary range of between AED16,900 – AED19,00 per month, subject to verification of previous related experience. Terminal gratuity will be applied as per UAE Labour Law. Eligible UAE or GCC nationals will receive appropriate contributions through the pension authority. The benefits package includes paid school holidays and complimentary lunch. Benefits may also include sponsorship, airfare allowance, medical insurance, and discounted tuition fees, as outlined in the school policies.

How to apply

Applications should be submitted using the online application form available on our website. We will only consider applications that are fully completed and submitted through the online application form. We welcome applications from UAE Nationals who have the relevant qualifications and experience.

The deadline for applications is **18 April 2025 - 23:59** and interviews are planned for the following week.

For further details about Dubai College please visit our website - www.dubaicollege.org, which can be found on the vacancies page of the Dubai College website.

Dubai College is committed to safeguarding and promoting the welfare of young people and we select staff that understand and share this commitment. All applicants must be willing to undergo child protection screening, including checks with past employers and obtaining a Police Certificate or Good Conduct Certificate from the country the applicant last resided or was employed in, which may include Disclosure & Barring checks.

INCLUSION



Our school encountered challenges that prompted us to critically evaluate our practices and take into account the lived experiences of our students, staff, and community. In response, DC took swift action by prioritizing active listening and responsiveness. This dedication to listening remains a cornerstone of our ongoing commitment to Diversity, Equity, and Inclusion (DEI) principles today

Our primary objective is to cultivate a diverse and inclusive environment where everyone feels welcome, seen, heard, understood, and celebrated. We believe that by embracing the range of lived experiences within our community, we can create an environment in which individuals can thrive and be their best selves.

To embed DEI at the core of our school culture, we have developed a comprehensive strategy. We recognise that we are fortunate to be located in one of the most diverse cities in the world, and we value and celebrate this diversity. As part of our strategy, we hold regular meetings with three DEI working parties: one for parents and alumni; one for staff; and one for students, collectively known as the Belonging Society.

These meetings are open to all stakeholders, and the student body, represented by members from every form within the school, has a dedicated platform for sharing ideas, planning future events, and providing feedback on DEI-related matters.

Our aim is not only to cherish and celebrate our diversity but also to foster a sense of unity by recognising our shared experiences. We strive to create a true sense of belonging within the DC community, where everyone feels connected and valued. We are committed to providing continuous training, resources, and support for all staff because we believe that by fostering cultural competency and cultivating inclusive classrooms, we ensure that our students receive the best possible education.

We firmly believe that by celebrating diversity, promoting equity, and prioritising inclusion, we create an atmosphere where everyone can thrive, succeed and achieve their full potential. Further details of our work can be found on the school website. In addition, we publish an annual Diversity, Equity and Inclusion Impact Report which details the progress we have made in the previous academic year.

LIVING AND WORKING IN DUBAI



Dubai College is located within the vibrant and cosmopolitan centre of the UAE. For those of us who are fortunate enough to call Dubai our home, there are many reasons why we chose to move here and stay here. Dubai is one of the most connected cities in the world and is home to a diverse, multi-cultural population. Its strategic location makes the occasional or regular visits home or to somewhere new during term breaks a reality.

High levels of safety and lifestyle are key benefits to living here. Renowned as one of the safest cities in the world in 2023 for residents, and governed by the UAE's stringent laws, it feels safe for individuals, couples and families alike. The quality of life experienced living here is high, supported by an ever increasing number and range of amenities that make Dubai vibrant and exciting. With a climate that is both challenging and rewarding, the cooler weather from October to March allows for your sporting, social and outdoor calendars to be as full as you would like. The summer is also well managed with fun and relaxing indoor pursuits on offer. High quality sporting, shopping and entertainment offerings are easily accessible and fully air conditioned.

Dubai is a bustling city boasting a multitude of attractions and activities. It has clean, sandy beaches, desert camping, opulent hotels, and shopping malls catering to all tastes. It is home to a beautiful opera house, with renowned world class restaurants alongside heritage and cultural sites. It's a family-friendly city offering adventure parks, water parks, skate parks, and playgrounds for the young and young at heart. It's an active city with dedicated bicycle and running tracks, world class sporting facilities, concerts and events to keep residents fit, healthy and entertained!

The Dubai economy continues to thrive and diversify, with growth set to continue well into the future. There are numerous urban and suburb communities and a booming real estate sector, so the choice of where to live is vast with properties to suit all budgets and needs. The public transport network of taxis, buses, the tram and metro continue to expand, and the considerably low cost of petrol in the region for those who wish to hire or buy a car, means residents can cost effectively move around the city and explore the neighbouring emirates and countries.



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