

## NORTH LONDON

### JOB SPECIFICATION

NLCS Dubai believes that each employee makes a significant contribution to our success and that contributions should not be limited by the assigned responsibilities.

The School is committed to safeguarding and promoting the welfare of children and young people. The School expects all teaching staff, non-teaching staff and volunteers to share and uphold this commitment.

NLCS Dubai is looking for a dynamic, well-qualified and committed Teachers of Arabic A with an outstanding track record. The appointee will be part of the thriving and busy Arabic department.

The successful candidate will also ensure that the qualities of the IB Learner Profile and the core academic skills of research and inquiry are embedded in their teaching. It is essential that the Teacher of Arabic has the ability to communicate, deep subject knowledge, enthusiasm and passion for the subject.

Previous experience of the IB Middle Years and/or the IB Diploma are an advantage. Of prime importance is an ability to motivate and inspire students in order to ensure that academic provision is consistently of the highest standard.

All members of staff are also expected to be involved in pastoral care within the School community, usually in the role of form tutor or co-tutor, and also to contribute to the extra-curricular life of the School.

Position/Job Title:	Teacher of Arabic A
Classification:	Senior School
Reporting to:	Head of Arabic
Professional qualifications:	<ul style="list-style-type: none"> <li>• Teaching qualification</li> <li>• Bachelor Degree or higher in Arabic</li> <li>• KHDA or equivalent Ministry of Education approval</li> <li>• Recent participation in continuing professional development</li> </ul>
Professional experience:	<ul style="list-style-type: none"> <li>• Proficient and experienced at teaching, ideally with experience of the IB Diploma and/or MYP, with an outstanding track record of examination success</li> <li>• Recent experience of managing students from a variety of cultures</li> <li>• Experienced teaching to sixth form level</li> <li>• Experience of developing a broad, balanced and academically ambitious curriculum</li> <li>• A good knowledge of curriculum initiatives</li> <li>• The successful candidate will have a strong classroom presence and be able to model excellence in the classroom</li> </ul>

<p>Personal qualities and skills:</p>	<ul style="list-style-type: none"> <li>• Native Arabic speakers will be given preference for this role</li> <li>• Commitment to high standards and inclusive education</li> <li>• Ability to inspire colleagues and pupils</li> <li>• Commitment to issues of equity and working with culturally diverse families</li> <li>• Commitment to raising the achievement and standards of pupils</li> <li>• A good team player</li> <li>• Able to work positively and effectively with students and parents, outside agencies and colleagues</li> <li>• Flexible, inclusive and pragmatic style</li> <li>• High level interpersonal skills</li> <li>• Confident and articulate in communicating with others</li> <li>• Possess good organisational skills, manage time efficiently</li> <li>• Ability to show good cultural understanding and differentiation between students from various backgrounds and ability</li> <li>• Offer substantial commitment to extra-curricular activities</li> <li>• Knowledge of additional languages would be an advantage</li> </ul>
<p>Duties &amp; responsibilities:</p>	<p><b>CORE RESPONSIBILITIES OF THE POST</b></p> <ul style="list-style-type: none"> <li>• Responsible for the teaching and learning of the class.</li> <li>• Supporting the life of the school beyond the classroom.</li> <li>• Fostering a caring atmosphere and showing commitment to the well-being and social and academic progress of each student.</li> <li>• Act in accordance with relevant legislation in the UAE and Dubai, as well as UK guidelines, particularly with regards to educational provision, health and safety initiatives and safeguarding and ensure that all students and staff maintain these standards</li> <li>• Promote and implement the School’s vision, aims, policies and ethos</li> <li>• Play an active part in the collaborative working of the School’s Pedagogical Leadership Team, and contribute to the process of collaborative pedagogical planning</li> <li>• a designated form-group or subject and in other areas as agreed from time to time</li> <li>• Contribute to the staff selection and appointment process as required</li> <li>• Attend School functions as appropriate</li> <li>• Provide reports to the Vice Principal and Principal, as and when required</li> <li>• Undertake all such supervisory duties as required of members of the Pedagogical Leadership Team</li> <li>• Work alongside the DP and MYP Co-ordinators to ensure the effective implementation of the IB Curriculum</li> <li>• Develop academic partnerships for PYP students, including partnerships with NLCS (UK) and other schools in the NLCS family.</li> <li>• Provide overall pedagogical leadership to ensure excellent learning and teaching within the PYP</li> <li>• Responsibility for assessment and reporting within the PYP</li> </ul>

	<ul style="list-style-type: none"> <li>• Prepare and efficiently managing annual budgets for the PYP</li> <li>• Undertake strategic review of the programme, its performance and its contribution to the aims and educational philosophy of the School</li> <li>• Monitor and track students' progress within the programme and co-ordinate interventions to ensure excellent outcomes for students</li> <li>• Responsibility for ensuring smooth transition from the PYP to the MYP</li> <li>• Act in accordance with relevant legislation in the UAE and Dubai, as well as UK guidelines, particularly with regards to educational provision, health and safety initiatives and safeguarding and ensure that all students and staff maintain these standards</li> </ul>
Safeguarding:	<ul style="list-style-type: none"> <li>• Bringing to the immediate attention of the designated safeguarding lead and the Principal any significant pastoral matters, including any safeguarding concerns</li> <li>• Abide by the school safeguarding policy and keep abreast of any changes</li> </ul>

*As with all posts, the Principal will reserve the right to vary the precise responsibilities should needs change and opportunities arise.*