

## Arabic Dimension Coordinator/Lead Job Description

**Department:** Senior Leadership Team

**Direct Reporting Line:** Principal / Vice Principal

### Person Specification:

**Education:** Bachelor's Degree in the Education of the subject, or Bachelor's Degree in the subject (or a related subject) + Valid teaching license OR Diploma teaching qualification. A passion for the teaching and learning of Arabic language and Islamic studies

**Experience:** 3 years of teaching experience OR 1 year as a Senior Leader Experience, leading whole school projects.

### Attributes:

- Experience working in international and multilingual settings
- Experience with inspection, accreditation and evaluation frameworks such as CIS, NEASC, IB, BSO, DSIB and/or ADEK.
- Recent outstanding performance and teaching experience and capable of role modeling best practices.
- Excellent communication skills and command of the Arabic and English language, in spoken and written form.
- A team player who can effectively collaborate with all key stakeholders.
- A flexible leader capable of managing change, growth and instilling high standards in a nurturing and harmonious way.

### Primary Job Purpose:

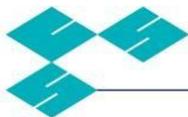
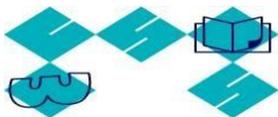
The Arabic and Islamic Coordinator holds the overall school responsibility and accountability for monitoring student progress, attainment and curriculum delivery through close collaboration with the SLT for Arabic and Islamic studies. The Arabic and Islamic Coordinator also supports all teachers in achieving 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:** Taaleem Central Office Staff, Charter School Team, Schools' Senior Leadership Teams (Principal, Heads of School, Curriculum Coordinators) and Heads of Department and Arabic and Islamic teachers and learning assistants.

### Positioning of Role:

This role reports to the Principal and is a member of the School's Senior Leadership Team (SLT).

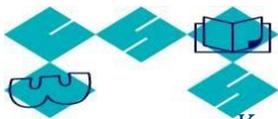
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### Key Responsibilities:

- 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 schools to develop group wide policies and procedures
- Provide leadership in the development of strategic approaches for the development of Arabic and Islamic within the school.
- Provide advice and guidance to the SLT on budgetary priorities.
- Work collaboratively with and line manage the Arabic and Islamic teachers and learning assistants.
- Formulate and provide a professional development program designed to support teachers and learning assistants with outstanding teaching for effective learning.
- Maintain awareness of best practices, emerging research, and critically review these developments for the suitability of 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 Arabic and Islamic 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 data informed feedback and through the appraisal process.
- Be actively involved in SLT duties and responsibilities.
- Take the lead in the development of an engaging and inspiring Arabic and Islamic curriculum.
- Monitor Arabic and Islamic lesson plans and unit planners ensuring Arabic and Islamic 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 school.
- Train teachers and make sure they are using formative and summative assessment data and Information more effectively guides students’ next steps in learning.
- Support the development of rigorous assessment systems and moderate the marking of internal 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 develop 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 leaders on the vertical and horizontal alignment of the curriculum, school-wide language policies, and curriculum development.
- Organise and/or provide coverage when department members are absent.
- Organise 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.

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- Keep abreast of ADEK and MOE regulations and regularly report and respond to new developments and policies to the SLT.
- Review students' reports (Checking the comments and feedback in both languages Arabic and English).
- Lead and organize Arabic and Islamic workshops for parents as needed.
- Participate and lead Arabic and Islamic committees as appropriate.
- Undertake any other duties to commensurate with the role, as reasonably requested by the management.

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### **OSH Roles and Responsibilities include:**

- Bring up OSH concerns to the attention of his direct Supervisor or OSH department.
- Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- Follow the OSH procedures applicable to their area of work.
- Give clear oral and written health and safety instructions and warnings to students as often as necessary.
- Ensure the use of personal protective equipment and guards where necessary.
- Make recommendations to their Heads of Department/School Principal on OSH equipment and on additions or necessary improvements to plant, tools, equipment, or machinery.
- Ensure that personal items of equipment (electrical or mechanical) are not brought into the school without prior authorisation.
- Regularly check their classrooms for potential hazards and report any observed to the Facilities Manager.
- Report all accidents, defects and dangerous occurrences to their Head of Department in the first instance.
- Be vigilant in the work area, identify and report to their supervisors about imminent dangers / hazards / concerns to environment, health, and safety.

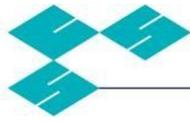
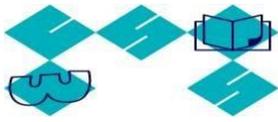
### **Commitment to Safeguarding and Child Protection:**

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 references, proof of relevant qualifications, identification, and police checks, including overseas checks.

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This job description will be reviewed annually and may be subject to amendment or modification. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the postholder's professional responsibilities and duties.

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**Acceptance and Approvals:**

**Confirmed by Employee:**

Signed:

Date:

**Reviewed by Line Manager:**

Signed:

Date:

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