**Assistant Headteacher (Whole School)**

**Accreditations, Assessment, Recording and Reporting**

**Dubai British School**

**Dubai, United Arab Emirates – for August 2019**

Dubai British School (DBS) is a thriving British international school, located in The Springs area of Dubai’s Emirates Hills. A Taaleem school, DBS offers high quality education to over a thousand students aged 3 to 18. Dubai British School is fully accredited by the Council of International Schools (CIS), and is rated ‘Outstanding’ by both the Dubai Schools Inspection Bureau (DSIB) and British Schools Overseas (BSO).

Our mission of ‘Enjoy, Aspire, Achieve’ perfectly captures the ethos of this great school, where students thrive in a nurturing yet challenging environment - able to achieve the best possible educational outcomes and to flourish as individuals during the experience. It is this warmth of spirit that sets DBS apart, where every student, every member of staff and every parent can find their place. Schools are often talked about as being ‘happy places’, but DBS is made up of happy people - happy to be respected, valued, and appreciated, given every opportunity to succeed in a way that is meaningful to them.

DBS is looking to appoint an enthusiastic and committed **Assistant Headteacher** (Whole School) with a responsibility for Accreditations, Assessment, Recording and Reporting to join us from August 2019. The successful candidate will be a member of the school’s whole school leadership team.

To be considered for this role, you will have the following:

***Person description***

Essential

* Have a track record of successful teaching and learning, with results as evidence.  (Subject or phase is not a fixed requirement for this post; there will be a limited teaching requirement for this position).
* Ability to analyse data effectively and use it to develop progress and attainment across a phase, this may be Foundation, Primary or Secondary.
* A team player who will work happily with teaching and non-teaching colleagues.
* The ability to be flexible, collaborative and resilient.
* An ability to communicate easily with parents.
* A commitment to the aims and ethos of the School.

Desirable, but not essential

* Experience of the International sector.
* Recent professional development demonstrating current professional knowledge of the UAE National Agenda framework.

Key working relationships

* Working across Leadership teams of Foundation, Primary and Secondary
* Leading across the whole school, the development of working parities for accreditation including CIS, BSO and DSIB
* Working across whole school, providing support and access to student information.
* Reporting to Deputy Headteacher Primary and Deputy Headteacher Secondary

***Responsibilities***

Accreditations

* Lead and manage key stake holders in the completion of accreditation processes; covering but not limited to CIS, BSO and DSIB.
* Develop and maintain effective relationships with outside agencies.
* Lead on the internal development of ‘inspection training’; increasing opportunity for staff to take part in CIS processes/visits.

Assessment systems

* Lead, manage, review and quality assure the whole school tracking systems, ensuring the ongoing training of staff to support student progress.
* Provide summary reports to a range of stakeholders including Senior Leadership Team, Primary Leadership Team ,Secondary Leadership Team and teaching staff.
* To lead and facilitate the effective data support of all staff across Foundation to Secondary.
* Ensure effective assessment structures are in place across all departments that are clearly mapped into the school’s recording and reporting systems.
* To lead and manage all aspects of external and internal examinations.

Recording and Reporting

* Manage and maintain the School Information System, student data input and development of internal reports for staff and leadership.
* Effectively report progress data to staff, students and parents including interim reports and parents’ evenings.