

## Artificial Intelligence (AI) Coordinator

Location: RLS, Dubai

Reporting to: Head of Faculty – Digital, Sustainability and STEAM

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### About RLS

At Rashid and Latifa School Establishment (RLSE), our people are at the heart of everything we do. Our pioneering “People Policies” create the happiest place to work, aligning ourselves with the Sheikh's vision of “a future that belongs to those that can imagine it” His Highness Sheikh Mohammed Bin Rashid Al Maktoum, Vice President and Prime Minister of the UAE and Ruler of Dubai.

Rashid and Latifa School (RLS) was created as a unique entity by Royal Decree and is committed to providing world-class education in Dubai to **inspire future leaders of the UAE and beyond**. We seek to employ aspirational professionals who are fully engaged with the school's vision: **to nurture futurists and visionaries who contribute globally as courageous and empathetic leaders, igniting a mindset of possibility.**

### Our Principles

**An education like no other to nurture:**

- **Culture:** Passionate and proud UAE leaders
- **Wellness:** Kind, healthy and empathetic leaders
- **Play:** Curious, inquisitive and courageous leaders
- **Innovation:** Inventive, enterprising and creative leaders
- **Community:** Ethically informed, responsible global leaders

Once you step into Rashid and Latifa School (RLS), prepare to embark on a captivating journey where the rich tapestry of culture seamlessly intertwines with the cutting-edge world of innovation, shaping future leaders who honour tradition in a rapidly changing world.

Rashid and Latifa School is more than just a school. It stands today as a transformative force, ready to serve the UAE and beyond, where dreams are nurtured, and future leaders are forged.

### What we offer

We offer a supportive and collaborative work environment, where your contributions are valued and recognised. In addition to opportunities for professional growth and development, we provide a competitive salary and benefits package.

Rashid and Latifa School (RLS) is committed to being a diverse and inclusive workplace and welcomes applications from all candidates who meet the job profile.

**We are committed to safeguarding the welfare of all children.** As an establishment, we recognise our responsibility to take all reasonable steps to promote safe practice and protect children from harm, abuse, neglect and exploitation. Our safeguarding infrastructure

will ensure best practice is followed and therefore applicants will be subject to rigorous checks and our interview process will prioritise safeguarding.

As part of our application process, we will ask you to provide details of your full employment history and at least three professional references for the past 10 years (including current Head of School or organisation), which will be verified during the interview process. Please ensure you have a copy of your passport, birth certificate, attested educational certificates, police check for every country where you have lived and experience letters for the past 10 years.

**Department:** Academic

**Reporting to:** Head of Faculty – Digital, Sustainability and STEAM

### **Main Purpose**

We are seeking a strong, passionate and innovative AI Coordinator with a vibrant personality and the ability to connect with stakeholders through mutual trust and respect. The AI Coordinator leads the strategic integration of Artificial Intelligence tools and practices across the school to enhance teaching, learning, and operational efficiency. This role supports staff and students in understanding, adopting, and innovating with AI technologies in a safe, ethical, and impactful way.

### **Responsibilities**

- Develop and implement the school's AI strategy and policy aligned with RLS's AI Framework, collaborating with leadership to ensure AI initiatives support school improvement plans
- Stay abreast with technological and AI advancements in education and recommend relevant and reliable tools and practices. Designing and delivering professional development on AI tools
- Understand and mitigate the risks surrounding the use of AI in education, including but not limited to ethics and governance. Create resources and guidelines for ethical and responsible AI use and provide ongoing support for teachers to effectively integrate AI into their pedagogy
- As part of the Digital Fluency Programme promote student understanding of AI concepts, ethics, and applications and encourage responsible digital citizenship in AI contexts. Deliver considered planning in the context of an innovative curriculum with highly aspirational goals designed to support the unique needs, interests and differences of every student
- As part of the Upper School curriculum, explore opportunities for students to undertake qualifications in AI
- Design and implement Extra Curricular opportunities for the students in collaboration with the Head of Faculty for Health and Wellness
- Contribute towards international and local trips, events and experiences within the areas of study of Innovation and Technology and AI competitions
- Foster a global mindset and promote the real-life, contextualised application of our values, subject specific skills and leadership competencies
- Work with teachers, heads of faculty and senior leaders to embed opportunities for AI and AI literacy across curricula, enhancing and maximising impact

- Monitor the progress of students with a solution focused mindset, identifying, encouraging and rewarding success. Support data-informed teaching practices using AI analytics and predictive modelling
- Identify opportunities and innovate to streamline school operations using AI and digital processes
- Collaborate with the Digital Transformation Team to ensure safe and secure AI implementation following the school processes and procedures
- Support and promote the RLS Leadership Pathway
- Support the delivery of the Digital Fluency Programme
- Support the through school thread of experience in Innovation and Technology
- Ensure the school is founded upon positive relationships that enhance each student's sense of belonging, level of motivation and engagement to promote successful learning
- Support the purpose and principles of the school by adherence to its policies and practices including those on Safeguarding and Child Protection, Online Safety, Code of Conduct, Health and Safety and Security
- Implement consistent behaviour management strategies to maintain a positive culture for learning that deliberately and carefully optimises conduct, character and academic achievement developing a deep sense of belonging to RLS
- Know how to tailor effective personalised provision for all learners, including those with additional learning needs: Students of Determination, students with English as an Additional Language and More and Exceptionally Able students, to ensure they participate fully and achieve their full potential
- Actively support and uphold the school's culture and policies in compliance with the RLS Staff Code of Conduct
- Engage positively in the school appraisal process and performance enablement
- Be responsible for promoting and safeguarding the welfare of children and young people at RLS
- Work with the Leadership Team to ensure effective deployment of resources and budget, building an inventory of resources
- Ensure the appropriate security, safety and state of repair of all areas under your jurisdiction
- Undertake other reasonable duties as requested by the Leadership Team deemed necessary for the effective operation of the school

## Essential Qualities

- Comprehensive knowledge and understanding of computational thinking, coding, programming, artificial intelligence and a desire to stay abreast with technological advancements
- Knowledge and experience of the frameworks and systems which contribute positively to learning and teaching
- Knowledge of data protection, cybersecurity and online safety in order to enable and enhance effective use of AI
- Evidenced track record of impact when planning, implementing and developing artificial intelligence

- Comprehensive knowledge and understanding of both the positive impact (organisational, teaching, learning and inclusivity) and risk (ethics and governance) that artificial intelligence can have
- High level of competence in the use and application of technology and data to enhance student learning and progress
- Establish and maintain effective partnerships and communication with parents and the community to support and improve students' enjoyment and achievement and ensure the safeguarding of each stakeholder
- Valid police checks and supportive references

### Desirable Qualities

- Experience delivering Information Technology (IT) or Computing qualifications is advantageous
- Educational experience is advantageous for this role
- Experience of a play-based learning approach and/or project-based learning (Preferred)
- Experience planning and delivering STEAM and sustainability project-based learning (Preferred)
- Business industry professional experience is advantageous for this role (Preferred)
- Bilingual and competent in both English and Modern Standard Arabic is advantageous
- Deep knowledge and understanding of UAE and Emirati culture (Preferred)

### Personal Qualities

- Contribute positively to an exceptional team, relentlessly focused on research based, innovative pedagogy placing high importance on student wellness, experiential, contextualised and playful learning
- Engage, inspire and motivate fellow colleagues through professional practice, reflective dialogue and the sharing of best practice to support individual and whole school growth
- Kind and compassionate with a great sense of humour
- Exceptional work ethic with a positive, solution focused attitude and a growth mindset
- A valuable team player, demonstrating respect for all members of the school community
- Globally minded with community orientated professional values
- Experience supporting dual language learners in a high-impact learning and teaching environment
- A desire to stay abreast with AI and technological advancements in the business and educational sector
- The ability to teach and engage both staff and students about the effective use of artificial intelligence
- A commitment to ongoing professional development and professional learning with evidence or a willingness to undertake school focused action research



- Embrace the unique opportunities the RLS campus will offer

