



POSITION DETAILS:	
Position Title:	<b>Ministry of Education (MOE) Coordinator</b> <ul style="list-style-type: none"><li>• MOE subjects</li><li>• Islamic and MOE subjects Social Studies</li></ul>
Reports to:	<b>Deputy Head Teacher</b>
Division:	<b>Middle management</b>
Salary Scale	<b>MLA 2</b>
Teaching Commitment	<b>70%</b>

JOB PURPOSE
<p>To support the Senior Leadership Team with the development and delivery of the MOE subjects curriculum in the Primary School. To provide strong professional leadership of all aspects of MOE subjects across the school in order to develop high quality teaching and learning and improved outcomes for all pupils. A high understanding of the difference between the progression of MOE subjects of skills and the specific grade level MOE subjects content will be shown. To lead, develop and enhance the classroom practice of teaching staff. There will be a strong understanding of the MOE inspection framework in relation to. progress, attainment and teaching for effective learning in MOE subjects.</p>

KEY RESPONSIBILITIES:
<p><b>Leadership and Management</b></p> <ul style="list-style-type: none"><li>• To take responsibility for the development and implementation of the MOE curriculum.</li><li>• Have an in depth understanding of the MOE Curriculum in relation to MOE subjects in relation to each grade level's content as well as a deep understanding of the scientific investigative process.</li><li>• To expertly lead on the development and progression of MOE subjects Skills as a vertical ladder of progression.</li><li>• Be a passionate and strong leader of MOE subjects by working effectively with individual teachers in lessons and in their planning teams.</li><li>• Be an excellent teacher and a role model for the teaching of MOE subjects.</li><li>• Coach and mentor other teachers in refining their teaching skills and use of resources and specific teaching strategies in MOE subjects.</li><li>• To formulate and lead on the implementation of a well-informed action plan for MOE subjects based upon priorities in the School Improvement Plan.</li><li>• Contribute to the school's School Improvement Plan and Self Evaluation Form.</li><li>• With senior leaders, lead on the evaluation of MOE subjects across the school: analysis of performance and progress data in MOE subjects and be able to lead strategically on any interventions needed.</li><li>• Have a firm understanding of the UAE National Agenda for innovation and contribute to the school's success in this area through developing innovation with MOE subjects in consultation with the Deputy Head Teacher</li></ul> <p><b>Teaching, Learning and Assessment</b></p> <ul style="list-style-type: none"><li>• Demonstrate effective teaching strategies and promote high quality teaching of MOE subjects across the school.</li></ul>



- Demonstrate effective use of assessment for learning in MOE subjects lessons. Model efficient use of resources for learning in MOE subjects.
- To model and show an in depth understanding of how the scientific investigative process can be embedded in MOE subjects planning and delivery.
- Demonstrate and understanding of the MOE Inspection Framework in relation to the performance of MOE subjects.
- Ensure that the delivery of MOE subjects lessons contain sufficient challenge, hands-on investigations and promote children's inquiry and sense of wonder.
- Work with other colleagues in lessons in order to develop their teaching and use of teaching assistants to support learning.
- Exemplify effective marking and feedback of learning in MOE subjects.
- Work with teaching teams during planning, so that the sequences of teaching and use of resources support all pupils' learning in MOE subjects.
- Analyse internal and external assessment data and report findings to all stakeholders as well as formulating action and working with grade level teams to identify and close any learning gaps.

#### Manage resources

- Be responsible for the organisation, planning and evaluation of MOE subjects' interventions and support beyond the classroom.
- Manage, monitor and accurately account for the MOE subjects resourcing in the school. Evaluate, organise and monitor the use of resources, including E-resources.

#### COMMUNICATION & WORKING RELATIONSHIPS:

##### Internal:

- Head of School
- Deputy Head Teacher
- Assistant Head Teacher
- Phase Leaders
- Subject Coordinators

##### External:

- Executive Principal
- Education Office
- People Services
- Parents
- UAE Ministry of Education
- External Inspection bodies
- Accreditation, Equivalency and Licensing authorities

#### QUALIFICATIONS, EXPERIENCE, & SKILLS:

##### Educational Qualifications:

###### Essential

- Bachelor's degree  
Post Graduate Certificate in Education (or equivalent)

##### Professional Qualifications

###### Desirable

- National Professional Qualification Leading Teaching (NPQLT)

##### Experience

- 2 years teaching experience



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VERSION CONTROL:		
Prepared by		Date
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