



Dubai
English
Speaking
Schools

Job Description and Person Specification

Job Title: Head of Arabic B
Reports to: Director of Arabic and Islamic Education

OBJECTIVE OF THE ROLE

Head of Arabic B is a key leadership role at DESS College. This role balances high-level planning with hands-on understanding and implementation to ensure exceptional academic outcomes and student development. Heads of Department at DESS College are instrumental in shaping both the strategic direction and operational effectiveness of the organisation and they are entrusted with cultivating academic excellence through innovative curriculum design and delivery, whilst maintaining unwavering standards of student achievement and pastoral support, in both practical and theory elements of the subject.

DESS College Heads of Department are dynamic and forward-thinking leaders who can embody and champion the College's vision and values and create vibrant learning experiences that cultivate students' enthusiasm and passion for the subject both inside and outside of the classroom. They passionately drive continuous improvement through evidence-based pedagogical approaches and strive to balance academic rigour with personalised student support and overall character development. The successful candidate will combine visionary leadership with practical expertise to develop exceptional Arabic B provision that enables students to acquire, love and respect the Arabic language and culture.

MAIN RESPONSIBILITIES

- Liaise with Director of Arabic and Islamic Education on all matters related to the Arabic B Department.
- Develop and implement a compelling vision for the Arabic B Department aligned with the school's strategic objectives, translating the MOE Arabic B framework from paper to action.
- To be accountable for achievement, effectiveness and efficiency of the department including making the best use of the talents and skills each member of the team possesses.
- Drive exceptional student outcomes by setting targets and developing systematic quality assurance processes in line with school policy.
- To be responsible for the welfare of staff and pupils in their curriculum area, developing a culture that promotes the wellbeing and development of staff and pupils.
- Actively participate in recruitment processes to build and strengthen the department's teaching team.
- Communicate effectively with DOA and ensure alignment with key school initiatives.
- Lead the Arabic B leadership team and the Arabic B learning support assistants effectively.
- Establish positive and professional working relationships with parents and other agencies as appropriate on matters relevant to curriculum area.
- Conduct department meetings, and initial INSED program and complete reviews and reports as necessary.

Specific Management Responsibilities:

1. The Curriculum

- Produce and regularly review the curriculum, assessment, lesson planning and quality assurance policies.
- Support and monitor the development and implementation of high-quality schemes of work, based on most up-to-date MOE framework for Arabic B as well as current best practice and research, as well as appropriate and effective short-term planning within the department.
- Initiate and develop high quality approaches to teaching and learning to enhance the attainment and achievement of pupils including lesson observation in line with school policy, and appraisal guidelines.
- Generate a range of differentiated teaching and learning materials which are regularly reviewed and updated.
- Monitor and evaluate the quality of teaching and learning through observation and feedback to staff within the department giving strategies for improvement if required.
- Liaise with the Learning Support Department concerning the support and assessment of pupils with special educational needs.
- Keep up to date with recent research related to the subject, including new initiatives and guidance.

2. Student Achievement

- Monitor the learning progress of pupils within the curriculum area, including use of the school target setting process and other whole school and departmental assessment policies, records and processes.
- Implement effective assessment and feedback strategies that inform teaching practice and support student attainment and progress.
- Develop data analysis processes to ensure that there is a robust and rigorous tracking of student groups (SEND, Emirati, High/Low attainers) and oversee the implementation of high-impact and sustainable strategies, based on 'what works', to raise attainment and progress.
- Ensure that, following each exams series, there is a thorough moderation and reflection process and actionable plan that is discussed, refined and is aimed at informing planning and Learning & Teaching.

3. Leadership and management

- Line management, monitoring and support of staff within the department.
- Draw and monitor action plans in the context of the school development plan and identified departmental needs and priorities.
- Participate in management initiatives and policy discussion at Middle Management Meetings.
- Ensure effective delegation of departmental responsibilities to assist both efficient departmental management and the development of members of staff.
- Build effective and efficient departmental administration processes in relation to records, reports, Arabic GCSE entries, analysis of results, groupings, timetable, and deadlines, including examination reports.
- Work closely with the HODs of Arabic A and Islamic Education to create a unified direction for the MOE subjects.
- Organise, chair and lead effective departmental meetings and briefings ensuring that such meetings impact positively all aspects of the departmental work.
- Coordinate open evenings and options presentations.
- Ensure that the learning environment reflects the Arabic language identity and culture.
- Assist other members of the department in student disciplinary matters and issues within Arabic B Department.

4. Professional learning and development

- Planning, leading, monitoring, reviewing and identifying staff INSET and development within the department.
- Conduct formal appraisal and on- going review meetings with all members of the team, including target setting and providing development feedback based on clear criteria.
- Provide members of the team with opportunities to share, debate and reflect on practices.

PERSON SPECIFICATION

Qualifications and experience

- Qualified Arabic B teacher status with relevant degree in Arabic language or relevant field.
- A minimum of three years of leading Arabic B in International Schools.
- Excellent track record in Arabic B curriculum development, assessment writing, staff development and dealing with challenges.
- Experience in teaching and managing Arabic GCSE.
- willingness to contribute in a positive manner to all aspects of the College's vision, including MOE Subjects Events and extra-curricular activities.
- Evidence of continuing professional development in subject area and leadership.
- Track record of leading significant positive change in the fields of Arabic B.

Personal qualities

- Inspirational leadership with ability to motivate and develop others in a public facing setting.
- Strategic thinker with strong problem-solving capabilities, including the ability to work well under pressure.
- Excellent communication and interpersonal skills with all stake holders, staff, pupils and parents, enabling positive working relationships.
- Resilient, considered and adaptable approach to managing change.
- High standards of professional behavior and high expectations of others.
- Commitment to inclusive education and equal opportunities.
- Willingness to contribute to extracurricular activities and the wider school community.

This list is not exhaustive and is designed to provide a framework for areas of development the successful candidate will have responsibility for within the College.