

## NORTH LONDON COLLEGIATE SCHOOL DUBAI

### JOB SPECIFICATIONS

NLCS Dubai believes that each employee makes a significant contribution to our success and that contributions should not be limited by the assigned responsibilities.

The School is committed to safeguarding and promoting the welfare of children and young people. The School expects all teaching staff, non-teaching staff and volunteers to share and uphold this commitment.

NLCS Dubai is seeking a well-qualified and enthusiastic individual to lead the Islamic Studies department. We are seeking a dynamic, energetic, well qualified and highly committed leader, possessing excellent language and literary skills. The post will involve leading our team of Islamic Studies teachers and overseeing Islamic culture and values across The School.

The successful candidate will also ensure that the qualities of the IB Learner Profile and the core academic skills of research and inquiry are embedded within the Islamic Studies curriculum, whilst ensuring that KHDA and MOE curriculum requirements are met. It is essential that the Head of Islamic Studies has the ability to communicate deep knowledge of and passion for the subject.

Previous experience of working with KHDA curriculum standards is required, alongside a track record of developing teaching and learning within a team of teachers and a proven history of successful student performance.

All members of staff are also expected to be involved in pastoral care within the School community, usually in the role of form tutor, and to contribute to the extra-curricular life of the School.

Position/Job Title:	Head of Islamic Studies
Classification:	Whole School
Reporting to:	Director of Ministry of Education Subjects
Professional qualifications:	<ul style="list-style-type: none"> <li>Teaching qualification</li> <li>Bachelor's Degree or higher in Islamic Studies or related subject</li> <li>Recent participation in continuing professional development</li> </ul>
Professional experience:	<ul style="list-style-type: none"> <li>Experience of implementing a range of pedagogical techniques, with a track record of innovation in teaching and learning</li> <li>Proficient and experienced at teaching with an outstanding track record of student success within the KHDA framework</li> <li>Recent experience of managing students from a variety of cultures</li> <li>Experienced teaching to sixth form level an advantage</li> <li>Experience of developing a broad, balanced and academically ambitious curriculum</li> <li>A good knowledge of KHDA curriculum expectations and requirements</li> <li>Strong classroom presence and be able to model excellence in the classroom</li> </ul>
Personal qualities and skills:	<ul style="list-style-type: none"> <li>Commitment to raising the achievement and standards of pupils and staff</li> <li>Ability to inspire colleagues and pupils</li> <li>A good team player and team leader (Flexible, inclusive and pragmatic style)</li> </ul>

	<ul style="list-style-type: none"> <li>• Able to work positively and effectively with students and parents, outside agencies and colleagues</li> <li>• Excellent communication skills in English and Arabic, both verbal and written</li> <li>• Possess good organisational skills, manage time efficiently</li> <li>• Offer substantial commitment to extra-curricular activities</li> <li>• Commitment to issues of equity &amp; working with culturally diverse families</li> <li>• High level interpersonal skills</li> <li>• Confident and articulate in communicating with others</li> <li>• Possess good organizational skills, manage time efficiently</li> <li>• Ability to show good cultural understanding and differentiation between students from various backgrounds and abilities</li> <li>• Offer substantial commitment to extra-curricular activities</li> </ul>
Duties & responsibilities:	<p><b>Leadership of the Department</b></p> <ul style="list-style-type: none"> <li>• Overall leadership and development of provision within the department, including teaching and learning, schemes of work and teaching programmes, extracurricular enrichment, and support for university applications</li> <li>• Overall responsibility for the assessment, examination and homework policy across the department to foster and support the School's ethos, values, rules and guidelines</li> <li>• In conjunction with colleagues, oversee, manage and evaluate all teaching staff within the department, ensuring that they consistently maintain high levels of professionalism</li> <li>• Assist in the recruitment and assessment of Islamic Studies teachers</li> <li>• Actively engage with colleagues in leading department self-review on a regular basis, to confidently review the quality of teaching and learning and identify strategic goals that will facilitate the creation of exceptional learning experiences for students</li> <li>• Discuss and employ strategies to engage all pupils</li> <li>• Lead by example at all levels, including the delivery of academic extension</li> <li>• Ensure, along with colleagues, that all pupils are taught according to the KHDA curriculum requirements</li> </ul> <p><b>Planning, Teaching and Learning</b></p> <ul style="list-style-type: none"> <li>• Planning in a collegial and professional manner with colleagues, showing respect, being prepared and adhering to the school wide meeting norms and team's essential agreements at all times.</li> <li>• Utilising the KHDA framework and IB learner profile to design a Program of Inquiry across all grades.</li> <li>• Using structured inquiry-based learning models to deliver high quality lessons and student-centred learning activities, that meet student's individual learning needs and to ensure student's progression.</li> <li>• Using assessment data to drive the planning process within the department.</li> <li>• Ensure that all classroom and teaching practice of all teachers across the department is in accordance with NLCS Dubai school policy and procedure.</li> </ul> <p><b>Monitoring, Assessment, Recording, Reporting</b></p>

	<ul style="list-style-type: none"> <li>• Using assessment information to set high expectations for both students and teachers, which inspire, motivate and challenge students.</li> <li>• Making effective use of formative and summative assessment to plan challenging learning opportunities for all students.</li> <li>• Use performance data to evaluate students' progress, engage students in their own learning through meaningful feedback and set appropriate targets for personal and student improvement.</li> <li>• Coordinate response to underperformance of students across the department.</li> <li>• Oversee the reporting of individual student's progress to parents and school personnel through written reports and formal and informal conferences.</li> <li>• Contribute to curriculum reviews and improvement planning which supports school development and enhances student learning.</li> </ul> <p><b>Classroom management</b></p> <ul style="list-style-type: none"> <li>• Promote and celebrate the attributes of the IB Learner Profile.</li> <li>• Maintaining a well-organised and stimulating learning environment, which promotes effective teaching and learning and of which students feel ownership.</li> <li>• Maintaining a stimulating and meaningful display of children's work, ensuring that it is regularly updated and relevant to topics being taught.</li> <li>• Maintaining a well-managed learning environment within the department, demonstrating a good work ethos and good working relationships.</li> <li>• Creating a culture of achievement within the department where pupils wish to do their best and are rewarded for doing so.</li> <li>• Managing behaviour effectively to ensure a good and safe learning environment</li> </ul> <p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Demonstrating consistently high standards of personal and professional conduct.</li> <li>• Contributing positively to the morale and community spirit in the school.</li> <li>• Meeting with the Vice Principal (Curriculum) and other colleagues as necessary to discuss individual students and their progress.</li> <li>• Communicating accurately, regularly and meaningfully with families of students under the duty of care.</li> <li>• Maintaining up-to-date subject knowledge.</li> <li>• Self-evaluating and reviewing teaching methods, materials and scope and sequence.</li> <li>• Participating in the school's Performance Management Cycle and be involved in opportunities for Continued Professional Development, including attending inset, as directed.</li> </ul> <p><b>Additional responsibilities</b></p> <ul style="list-style-type: none"> <li>• Coordinate Qu'ran recitation competitions.</li> <li>• Provide work in the case of own absence.</li> <li>• Undertake at least one extra-curricular activity per term.</li> <li>• Attend, and contribute to, staff meetings, discussions and management systems necessary to co- ordinate the work of the school as a whole.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Actively participate in school activities, such as assemblies, plays, concerts, workshops, sports days, trips, visits and charity events.</li> <li>• Support the work of the Parent Teacher Association by attending events, which promote the school.</li> </ul>
Safeguarding:	<ul style="list-style-type: none"> <li>• Bringing to the immediate attention of the designated safeguarding lead and the Principal any significant pastoral matters, including any safeguarding concerns.</li> <li>• Abide by the school safeguarding policy and keep abreast of any changes.</li> </ul>

*As with all posts, the Principal will reserve the right to vary the precise responsibilities should needs change and opportunities arise.*