

Job Description

Head of Whole School Computing, Creative Design and Innovation (CCDI)



Position Title	Head of Whole School Computing, Creative Design and Innovation (CCDI)	Reporting to	Academic Vice Principal
Position Function	Middle Leadership		
1. Position Purpose			
As Head of Whole School Computing, Creative Design and Innovation (CCDI), you will provide subject-specific instructional leadership and management across the relevant grade levels, oversee subject-specific curriculum implementation and actively contribute to whole-school improvement goals.			
2. Key Responsibilities			
As Head of Whole School CCDI, you will be expected to:			
<ul style="list-style-type: none"> • Provide leadership and management of the assigned school portfolio, implementing school policies and improvement priorities as set by the senior leadership team. • Provide leadership in evidence-informed pedagogical practices in pursuit of school improvement goals. • Regularly monitor curriculum implementation (including specific school-wide strategies) to ensure alignment across subjects and continuity of learning across the years of schooling. • Lead curriculum-based discussions with teachers as part of inclusive and flexible curriculum delivery. • Implement school-wide assessment approaches within the portfolio, and lead team moderation processes. • Analyse student data to inform ongoing refinement of pedagogical practices and build teacher capability in the use of data to better assess students' starting points and learning progress. • Model and provide feedback to staff in developing respectful and productive relationships with students and parents. • Ensure inclusive, safe, and stimulating learning environments that promote student engagement, wellbeing, and learning progress. • Collaborate with teachers, specialist support staff, and parents to provide opportunities for all students to make excellent progress within the relevant subject area or an aspect of schooling. • Model, observe, and provide coaching feedback on pedagogical practices enacted across the portfolio, as part of ongoing teacher development and appraisal processes. • Develop and deliver training and professional development to teachers, Inclusion team and teaching assistants to enhance pedagogical skills or subject knowledge. • Performance manage a team, build capacity, and coordinate professional learning to align with school and systemic priorities. • Take responsibility for own professional growth by actively seeking opportunities for learning, keeping abreast of research and evidence-informed practices, and critically reflecting on practice. • Undertake any related tasks that are deemed relevant to this position. 			
3. Health, Safety and Safeguarding Responsibilities			
<ol style="list-style-type: none"> 1. Strategy: Positively contribute to Health and Safety and Safeguarding improvement strategies within Yas School and the wider organisation. 2. Policy and Compliance: Familiarise self on Health and Safety and Child Safeguarding policies and procedures. Support, as necessary with adherence and awareness to the policies. 			

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<p>3. Incident Reporting: Ensure Health and Safety and Safeguarding concerns are escalated and reported on the appropriate platforms within Yas School and the wider organisation. Fully adhere to incident reporting requirements at Yas School.</p> <p>4. Training and Awareness: Ensure timely completion of Health and Safety and Safeguarding training courses provided for your role. Seek out training opportunities as relevant to improve safety within Yas School and the wider organisation.</p> <p>5. Emergency Preparedness: Be aware of Yas School's emergency response procedures and ensure you partake in mandatory drills. Where you have responsibility for a child, ensure their transport means (own or bus) as well as any medical needs are known and communicated as appropriate.</p>	
4. Key Interactions	
Internal	External
<ul style="list-style-type: none"> • Students • Vice Principal Academic • Senior leadership team • Cycle/Grade-level Leader • Teachers • SEN Teachers • SEN Teaching Assistants • Teaching Assistants • Student facing support staff 	<ul style="list-style-type: none"> • Parents
Positions reporting into this position	<ul style="list-style-type: none"> • Teachers • Teaching Assistants
5. Qualifications and Experience	
<p>Educational Qualifications, Professional Certifications and Experience:</p> <ul style="list-style-type: none"> • Bachelor's Degree in Education or Post Graduate Diploma in Education in the relevant subject area • Master's Degree in Education/Educational Leadership or a related field is an advantage • Proficiency in English (demonstrated by a minimum IELTS score of 6 or equivalent) • Bilingual skills (English & Arabic) are highly desirable • UAE Certified Teaching License/ equivalent, or working towards attainment • At least 4 years of classroom teaching experience • Proven experience in formal or informal leadership focused on improving student achievement. 	