

## Head of Faculty Cycle Level

### Job Description

**Department:** Education

**Direct Reporting Line:** Principal / Vice Principal

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#### Person Specification:

**Education:** Bachelor's Degree in the Education of the subject, or bachelor's degree in the subject (or related subject) + Valid teaching license OR Diploma teaching qualification.

**Experience:** At least 3 years of teaching experience OR 1 year as a Senior Leader Experience.

#### Competencies:

- Extensive experience with the school's specific Curriculum.
- Experience working with DSIB, NEASC, CIS or similar schools. Inspection/accreditation authority.
- Fully qualified to teach in the UAE.

#### Attributes:

- Knowledgeable, Reflective, Inquirer, Thinker.
  - Empathises with and believe in the values of the school.
  - A student of learning and leading.
  - Solutions focused.
  - Believe in the potential of all students.
  - Committed to professional learning.
  - A strategic thinker who can shape and deliver change.
  - Caring and Open-minded.
  - Passionate about international education and working with young people.
  - Sees leadership as a service to others.
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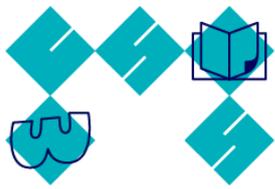
#### Primary Job Purpose:

Responsible to the Principal for the management and leadership of the teaching staff and the delivery of the academic program in the relevant department, **while ensuring the social, emotional, and pastoral wellbeing of all students within the cycle**. This encompasses quality assurance, raising standards, and fostering a safe, inclusive, and caring learning environment.

**Key Relationships (Internal and External):** Principal, Teachers, Students, Parents, Senior Leadership Team.

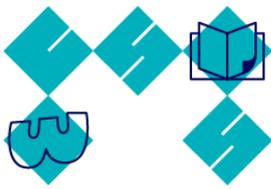
#### Key Accountabilities:

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- Plan, implement and review the curriculum within the framework of the school's communicated aims and objectives, both academic and pastoral.
- Oversee teaching within the department through the preparation of schemes of work.
- Responsible for the planning, administration, and monitoring of curriculum delivery ensuring social, emotional, and academic accommodations are made.
- Monitor data in the department, using it to develop action plans for the improvement of student outcomes (progress, attainment, and learning skills).
- Ensure that students' work is regularly assessed, their achievements recorded and that the department standardized assessment tasks monitoring and supporting students' personal and social development alongside their academic progress.
- Oversee the work of teaching (and if appropriate non-teaching) staff assigned to the department and to advise and assist the Principal in matters of staff appointments and staff review and development.
- Ensure the department develops and adheres to set an assessment schedule within the framework of the assessment calendar.
- Attend Heads of Department meetings.
- Chair departmental team meetings where necessary ensuring that accurate minutes are taken and communicated to relevant parties.
- Liaise closely with the timetable with regard to allocation of curriculum time to the department and to the appropriate assignment of staff.
- To ensure that the department's teaching area presents a stimulating environment.
- To supervise the use and care of all teaching spaces assigned to the department including adherence to relevant health and safety regulations, and model a culture of care, inclusion, and wellbeing within the cycle, ensuring students feel safe, supported, and motivated to succeed.
- Plan and run INSET for the members of the department.
- Support the induction of all new colleagues into the department.
- Evaluate the performance of members of the department in accordance with the Appraisal Policy.
- Plan the routines of the department team and students by providing an annual submission for the timetable; allocating staff to appropriate courses, setting arrangements; organizing a staff responsibility structure; allocating teaching rooms; organizing teaching groups at the start of the year; monitoring them throughout the year; establishing termly essay/task schedules for students where appropriate.
- Maintain and update department policies and review them regularly.
- Request any necessary appointments of staff into the department and participate in the interview and appointment process if required by the Principal.
- Work with department staff to assess the work of the department on a regular basis by, for example, the observation of lessons and the monitoring of marking and assessment.
- Work with class teachers, parents, and relevant support staff to address pastoral concerns or barriers to learning.
- Contribute to the consistent implementation of school-wide behaviour, wellbeing, and safeguarding policies.

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- Support the organisation of assemblies, student leadership opportunities, and initiatives that promote positive behaviour and school values alongside academic excellence.
- Ensure consistent implementation of the school's behaviour expectations, supporting teachers in restorative and positive behaviour approaches.
- Lead initiatives that promote kindness, respect, and anti-bullying practices across the cycle.
- Provide pastoral guidance and support to Grade Leaders or Year Coordinators within the cycle to ensure consistent care and high expectations for all students.

### Standards

- To lead by example when it comes to outstanding teaching, professionalism, and pastoral care.
- Keep up to date with curriculum developments and best practices in pedagogy and pastoral support.
- To ensure that all the students receive the best possible preparation for internal and external assessments while developing confident, well-rounded individuals.

### Other Duties

- May be required to take on additional responsibilities, including teaching, as directed by the Principal.
- Undertake any other duties to commensurate with the role, as reasonably requested by the management.

Each HOD will develop a SMART action plan for their department, identifying areas of strength and areas for improvement. HODs are expected to provide evidence of, or action plans, designed to achieve the standards outlined by the Regulator and any applicable Inspection and Accreditation Bodies. HODs will provide evidence, both qualitative and quantitative, that evaluates the relevant sections of any inspection or accreditation frame works applicable to their department.

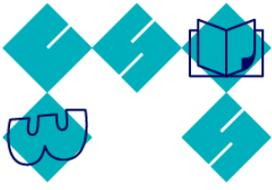
### OSH Roles and Responsibilities include:

- Bring up OSH concerns to the attention of his direct Supervisor or OSH department.
- Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- Follow the OSH procedures applicable to their area of work.
- Give clear oral and written health and safety instructions and warnings to students as often as necessary.
- Ensure the use of personal protective equipment and guards where necessary.
- Make recommendations to their Heads of Department/School Principal on OSH equipment and on additions or necessary improvements to plant, tools, equipment, or machinery.
- Ensure that personal items of equipment (electrical or mechanical) are not brought into the school without prior authorization.
- Regularly check their classrooms for potential hazards and report any observed to the Facilities Manager.
- Report all accidents, defects and dangerous occurrences to their Head of Department in the first instance.
- Be vigilant in work area, identify and report to their supervisors about imminent dangers / hazards / concerns about the environment, health and safety.

### Commitment to Safeguarding and Child Protection:

Taaleem is committed to safeguarding and promoting the welfare of children. At Taaleem, we hold ourselves to a high standard of effective practices in relation to child protection, and we are committed to safeguarding and promoting the welfare of children. We expect all staff to share this commitment. Successful applicants will be

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subject to various background checks including receipt of references, proof of relevant qualifications, identification, and police checks, including overseas checks

This job description will be reviewed annually and may be subject to amendment or modification. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the postholder's professional responsibilities and duties.

### Acceptance and Approvals

**Confirmed by Employee: Signed:**

Date:

**Reviewed by Line Manager:**

Signed:

Date:

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