

Job Description

Head of Arabic and Islamic

Key Relationships: Taaleem Education and Performance Team and Central Office Staff, Schools' Senior Leadership Teams (Principal, Heads of School, Curriculum Coordinators) and Heads of Department and Arabic and Islamic teachers and learning assistants, parents.

Positioning of Role: This role reports to the Vice Principal and is a member of the School's Senior Leadership Team (SLT)

Primary Purpose of Job: The Head of Arabic and Islamic holds the overall school responsibility and accountability for monitoring student progress, attainment and curriculum delivery (IB and MoE) through close collaboration with the SLT for Arabic language, Islamic studies, and Social studies. The Head of Arabic and Islamic also supports all Arabic middle leaders, teachers and Arabic LAs in achieving outstanding teaching for effective learning results whilst working with the SLT and department members to assess the impact of school action plans in achieve desired learning outcomes.

Responsibilities:

- Promote Taaleem's mission of "inspiring young minds," our vision of being the most respected education provider in the UAE, and our core values of pioneering, professional, nurturing and spirited in daily work and interactions.
- Work collaboratively with schools to develop group wide policies and procedures
- Provides leadership in the development of strategic approaches for the development of Arabic and Islamic within the school
- Provide advice and guidance to the SLT on budgetary priorities
- Work collaboratively with section coordinators and serves as the overall coordination of the Arabic language, Islamic and Social studies teachers and learning assistants.
- Works collaboratively with the Heads of Schools to ensure the requirements of the program are met
- Formulates and provides a professional development program designed to support teachers and learning assistants with outstanding teaching for effective learning
- Maintains awareness of best practices, emerging research and critically reviews these developments for the suitability for enhancing student attainment, progress and skills
- Provide support in the application and development of key school systems
- Seek and establish links with other schools and experts that will provide enhancements to the development of Arabic and Islamic across the school
- Actively create and promote opportunities to engage and assist parents in effective language and Islamic development by their children
- Support teachers along with the section coordinators through developmental feedback through the performance management process
- Actively involved in SLT duties and responsibilities
- Monitoring all Arabic and Islamic lesson plans and unit planners ensuring Arabic and Islamic lessons promote the consistent development of students' independent learning skills of critical thinking, enquiry and investigation.
- Develop and evaluate assessments and assessment systems across the school

- Train/coach teachers and make sure they are using formative and summative assessment information more effectively to guide students' next step in learning.
 - Leading Moderation for marking of exams, internal benchmarking assessments
 - Assist in the recruitment and orientation of new faculty for the department
 - Prepare department budgets and orders for supplies, books and equipment, and follow up on the status of the orders (IB materials).
 - Prepare department action plan and participate in WS AP.
 - Keep abreast of research and developments regarding best educational practices.
 - Collaborates with section coordinators in helping Arabic teachers and Learning Assistants develop their capacity to differentiate instruction and to work with exceptional learners, including students with learning disabilities.
 - Support and assist in organizing professional development for department members
 - Ensure that teachers and learning assistants follow correct policies and procedures as outlined in the Faculty Handbooks.
 - Assist in the placement of students into appropriate courses, including giving and grading of placement tests when appropriate and necessary
 - Engage in trouble-shooting and problem-solving, as needed
 - Keep abreast of ADEK regulations and regularly report and respond to new developments and policies to the SLT
 - Lead and organize Arabic and Islamic workshops for parents as needed
 - Participate on the school advisory board and lead Arabic and Islamic committees as appropriate.
 - Ensure IB teaching methodology and IB curriculum are in place and implemented.
 - Strategic direction and development of The Arabic department, including Islamic Studies/ UAE Studies.
- . Evaluate IB units (Arabic A&B) and assessment. Run articulation IB meetings.
- Standards of teaching and learning throughout the department.
 - Efficient and effective deployment of staff and resources.
 - Manage the professional development of staff in pedagogical best practice, in conjunction with the SLT.
 - Work with all members of the SLT to pursue the school improvement plan and its contents.
 - Ensure the UAE Inspection Framework requirements are met in relation to the data analysis and the Self Evaluation reports in the school. Strategic direction of The Arabic and Islamic department
 - Ensure effective systems of communication, including feedback about pupil's learning to inform future planning.
 - Monitor the quality of learning by establishing effective departmental appraisal and moderation systems.

Leading and managing staff:

- Lead and manage all Arabic staff within the department EY-12.
- . Lead and manage all Arabic Learning assistants (academic leadership including: appointment, timetable, job description, ways of support)
 - Advise the Principal on all staffing matters within the department.
 - Appraise all departmental colleagues (middle leaders) on an annual basis.
 - invest in others and promote the qualified teachers.
 - Demonstrate best practice through the adoption of a reduced teaching timetable.

Efficient and effective deployment of staff and resources

- Provide advice to Head/SLT relating to resource requirements, the deployment of staff and timetabling in relation to the support of learning support.

- Maintain existing resources and explore opportunities to develop or incorporate new resources from the wide range available within and externally to the school.

Person Specification

Essential Attributes

- Relevant university and teaching qualifications
- A passion for the teaching and learning of Arabic language and Islamic studies
- Experience leading whole school projects
- Recent outstanding performance and teaching experience in a K12 school and capable of role modeling best practices
- Excellent communication skills and command of the Arabic and English language, in spoken and written form
- A team player who can effectively collaborate with all key stakeholders
- A flexible, leader capable of managing change, growth and instilling high standards

Desirable Attributes

- Experience working in international and multilingual settings
- Experience with inspection, accreditation and evaluation frameworks such as CIS, IB and/or ADEK/MoE.