



Family of Schools

علم متميز مع حب المجتمع  
Learning Excellence with a Community Heart

#### POSITION DETAILS:

Position Title:	Arabic Coordinator
Reports to:	Deputy Head Teacher
Division:	Middle management
Salary Scale	MLA 2
Teaching Commitment	70%

#### JOB PURPOSE

To support the Senior Leadership Team with the development and delivery of the Arabic curriculum in the Primary School. To provide strong professional leadership of all aspects of Arabic across the school in order to develop high quality teaching and learning and improved outcomes for all pupils. A high understanding of the difference between the progression of Arabic of skills and the specific grade level Arabic content will be shown. To lead, develop and enhance the classroom practice of teaching staff. There will be a strong understanding of the MOE inspection framework in relation to. progress, attainment and teaching for effective learning in Arabic.

#### KEY RESPONSIBILITIES:

##### Leadership and Management

- To take responsibility for the development and implementation of the Arabic curriculum.
- Have an in depth understanding of the Ministry of Education curriculum in relation to Arabic in relation to each grade level's content as well as a deep understanding of the scientific investigative process.
- To expertly lead on the development and progression of Arabic Skills as a vertical ladder of progression.
- Be a passionate and strong leader of Arabic by working effectively with individual teachers in lessons and in their planning teams.
- Be an excellent teacher and a role model for the teaching of Arabic.
- Coach and mentor other teachers in refining their teaching skills and use of resources and specific teaching strategies in Arabic.
- To formulate and lead on the implementation of a well-informed action plan for Arabic based upon priorities in the School Improvement Plan.
- Contribute to the school's School Improvement Plan and Self Evaluation Form.
- With senior leaders, lead on the evaluation of Arabic across the school: analysis of performance and progress data in Arabic and be able to lead strategically on any interventions needed.
- Have a firm understanding of the UAE National Agenda for innovation and contribute to the school's success in this area through developing innovation with Arabic in consultation with the Deputy Head Teacher

##### Teaching, Learning and Assessment

- Demonstrate effective teaching strategies and promote high quality teaching of Arabic across the school.
- Demonstrate effective use of assessment for learning in Arabic lessons. Model efficient use of resources for learning in Arabic.



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- To model and show an in depth understanding of how the scientific investigative process can be embedded in Arabic planning and delivery.
- Demonstrate and understanding of the MOE Inspection Framework in relation to the performance of Arabic.
- Ensure that the delivery of Arabic lessons contain sufficient challenge, hands-on investigations and promote children's inquiry and sense of wonder.
- Work with other colleagues in lessons in order to develop their teaching and use of teaching assistants to support learning.
- Exemplify effective marking and feedback of learning in Arabic.
- Work with teaching teams during planning, so that the sequences of teaching and use of resources support all pupils' learning in Arabic.
- Analyse internal and external assessment data and report findings to all stakeholders as well as formulating action and working with grade level teams to identify and close any learning gaps.

#### Manage resources

- Be responsible for the organisation, planning and evaluation of Arabic interventions and support beyond the classroom.
- Manage, monitor and accurately account for the Arabic resourcing in the school. Evaluate, organise and monitor the use of resources, including E-resources.

#### COMMUNICATION & WORKING RELATIONSHIPS:

##### Internal:

- Head of School
- Deputy Head Teacher
- Assistant Head Teacher
- Phase Leaders
- Subject Coordinators

##### External:

- Executive Principal
- Education Office
- People Services
- Parents
- UAE Ministry of Education
- External Inspection bodies
- Accreditation, Equivalency and Licensing authorities

#### QUALIFICATIONS, EXPERIENCE, & SKILLS:

##### Educational Qualifications:

##### Essential

- Bachelor's degree
- Post Graduate Certificate in Education (or equivalent)

##### Professional Qualifications

##### Desirable

- National Professional Qualification Leading Teaching (NPQLT)

##### Experience

- 2 years teaching experience

#### VERSION CONTROL:

Prepared by

Date



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Updated by		Date
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