LOCATION	The British International School Abu Dhabi
JOB TITLE	Assistant Headteacher - Arabic
JOB PURPOSE	To oversee all aspects of the Arabic provision of the school such that all students achieve exceptional academic, personal and social outcomes. To ensure that subjects taught in Arabic are central to the everyday life of our school
REPORTING TO	Principal / Head of School
DIRECT REPORTS	Arabic Teachers, Head of Islamic and Social Studies
OTHER KEY RELATIONSHIPS	Extended Leadership Team

KEY RESULT AREA

Core Requirements of the Post

In fulfilling the requirements of the post, the postholder will demonstrate essential professional characteristics, and in particular will:

- Inspire trust and confidence in students, colleagues and parents
- Engage and motivate students
- Continually strive to develop the quality of students' learning
- Use the student tracking and monitoring process to advance student learning and enhance professional practice in line with the school's aspirations and priorities
- Promote the wider aspirations and values of the school
- Establish positive working relationships with the Ministry of Education and the Abu Dhabi Department for Education and Knowledge (ADEK)

Whole School Leadership

- As part of the Extended Leadership Team, formulate aims, objectives and strategic plans for the School
- Contribute to the construction and publication of the School Development Plan
- Implement and monitor priorities from the School Development Plan
- Ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs
- To support all staff in identifying and designing their own professional learning

Strategic Direction and Development

- Contribute to existing policies or develop policies and practice for Arabic, which reflect the school's commitment to high quality teaching and learning
- Support the Arabic team in the design and implementation of a challenging and exciting curriculum
- Establish a clear and shared understanding of the importance and role of Arabic in our community
- Advise the school on local and national Arabic priorities and their incorporation into the school plan
- Monitor the progress made in achieving planned targets, evaluate the effects upon teaching and learning and use the information to inform further improvement
- Support, maintain and enhance the positive image and ethos of the school

Teaching and Learning

- Employ a wide range of teaching strategies to ensure students make excellent progress
- Have a more professional understanding of Arabic and related pedagogy
- To ensure that school policies and schemes of work are implemented throughout Arabic
- To ensure that a high standard of physical and emotional care of all children is maintained
- To support staff in maintaining highly effective inclusion procedures
- Facilitate development of teacher pedagogical awareness and understanding of student development and learning needs
- To ensure students and staff within Arabic are supported to create a positive school ethos
- To assist in the promotion of understanding and active co-operation between staff and parents on all school matters
- To provide support and advice for parents to create effective partnerships for the learning of Arabic
- To liaise with outside agencies when appropriate and necessary

Leading and Managing Staff

- Facilitate staff in making constructive working relationships with students, their parents/carers and outside agencies
- Establish clear expectations for staff involved in Arabic, through team working and mutual support, devolving responsibilities and delegating tasks as appropriate, evaluating practice and developing a culture of accountability
- Ensure high quality training, monitoring and support is provided during the induction of new staff
- Lead by example, providing inspiration and motivation

Other Requirements

- Contribute positively to the morale and community spirit in the school
- Work effectively in different teams
- Assist in whole school marketing initiatives and contribute to the growth of the school
- Operate at all times within the stated policies and practices of the school
- Meet responsibilities with regard to health and safety, equal opportunities and other relevant legislation and conform to professional and ethical requirements
- Any other appropriate duties as allocated by the Principal

OTHER

- Promote and embodies *The CORE 7 Leadership Capabilities:*
  1. Accountable – Establishes a high performing culture and accepts accountability for organisational performance.
  2. Strategic – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction
  3. Collaborative – Works collaboratively with others to achieve organisational outcomes
  4. Entrepreneurial – Creates organisational value for diverse stakeholders and achieves commercial success
  5. Enabling – Drives excellence through valuing and developing others
  6. Agile – Achieves personal and organisational success within a changing, dynamic and complex environment
  7. Resilient – Demonstrates personal resilience within a demanding environment of high expectations

- Each individual must ensure that they meet their statutory responsibilities and Company policies with regard to Health and Safety, Equal Opportunities and other relevant legislation
- A commitment to safeguarding and promoting the welfare of all students.

PERSON SPECIFICATIONS	
Qualifications/Training	
▪ Degree in Arabic Literature or equivalent	Essential
Experience / Knowledge	
▪ Minimum of five years' teaching experience	Essential
▪ Experience and expertise with ADEK expectations in an International School setting	Desirable
▪ Experience of working and leading within a large Arabic department	Essential
▪ Experience in teaching both Arabic and Non-Arabic students, and native and non-native speakers	Essential
▪ Demonstrable evidence of innovating and adapting curricular to engage children and enable them to perform highly	Essential
▪ Ability to support colleagues in the continued development of effective teaching and learning strategies	Essential
▪ Proven leadership and people management skills	Essential
▪ Working in partnership with parents	Essential
▪ Good understanding of Islamic and Social Studies	Essential
Skills	
▪ Excellent oral and written communication skills	Essential
▪ Ability to engage children and enable them to perform highly	Essential
Personal Attributes	
▪ High levels of personal integrity.	Essential
▪ Excellent organisational and time-management skills	Essential
▪ Attention to detail	Essential
▪ Ability to work under pressure and remain calm	Essential
▪ Willingness to take on multiple tasks	Essential
▪ Proactive and able to prompt others to ensure deadlines are achieved	Essential
▪ Self-motivated and enthusiastic	Essential
▪ Ability to work independently	Essential
▪ Continually strive for improvement	Essential
▪ Adaptability	Essential
▪ Passionate about education and young people	Essential
▪ Evidence of commitment to professional development	Essential
▪ Understand the complex and demanding environment of an international school community	Essential
▪ Desire and passion for raising the achievements and profile of Arabic	Essential

OTHER CONDITIONS

Compliance with visa requirements for working in the UAE.

At Nord Anglia Education we are committed to providing a world class, safe, happy environment in which children and young people are able to thrive and learn. We are committed to safeguarding and promoting the welfare of all our students irrespective of race, ability, religion, gender or culture. All post holders in regulated activity (having regular unsupervised contact with children) are subject to appropriate national and international vetting procedures including satisfactory criminal record checks from both Country of residence/birth and any Country of residence within the last 10 years.