



Al Rabeeh School

Positions of Responsibility Senior Leaders Level 2

To carry out duties and responsibilities that are within the scope of the employment and certifications, both during term time and in the school holidays, as assigned by the Principal and the Board of Trustees

Head of Arabic Report to - Principal	
Responsibilities to Promote Core Values	<ul style="list-style-type: none"> • Team Work- Emphasising the values of cooperation with others to achieve the schools vision • Integrity and Honesty- Commitment to the right behaviours under any circumstances • Transparency- Dealing with others in a clear, sincere and honest manner • Respect- Respect for students, colleagues, guardians and the community • Accountability- Individuals need to bear the responsibility of his/her words and deeds • Care and Compassion- Caring for others and feeling responsibility toward them • Moral Obligation- Ethical values and principals which are in accordance with the religion of Islam and their values, ethics, identity and culture prevalent in UAE society and which respects other religions • Innovation- Strive for continuous improvement, adopting new technologies, experimenting and seeking new ways to work.
Overall Responsibilities	<ul style="list-style-type: none"> • Support the Academic and Pastoral VPs with day to day duties • Positively support all SLT decisions and school developments • Attend weekly SLT meetings and support a democratic and collegiate approach to whole school leadership and management. • Liaise with Arabic teaching staff, represent Arabic Teaching staff in SLT meetings, consult with SLT and disseminate developments as agreed by the SLT team. • Implement and evaluate the SDP & CDP with regards to Arabic teaching implementation • Assist in the development of the SEF leading up to inspection gathering evidence where necessary. • Contribute to effective performance of SLT • Ensure the working environment is pleasant and safe for students and staff within the Arabic Team and report to the VP (Pastoral) of teams needs • Ensure consistency across Arabic, Islam and International teaching practice and liaise regularly with SLT members • Support and develop strong links with the local community and local schools • Take note of key calendar dates and organise suitable celebrations and assemblies relating to them e.g. National Day
Curriculum Responsibilities	<ul style="list-style-type: none"> • Provide professional leadership and management of the curriculum in consultation with SLT members • Ensure a balanced curriculum, continuity and progression • Encourage opportunities for creative leaning, innovation use of technology and 21st Century learning skills to enhance the learning • Provide & ensure quality CPD by leading by example; support & co-ordinate the provision of high methods, coaching, teaching, drawing on expertise - peer observations and team teaching • Support curriculum policy reviews and updates • Visit classes on a regular basis and monitor teaching and learning • Complete regular book audits within Arabic Department to ensure consistency across grades to ensure that school Marking Policy is being adhered to. • Plan & provide curriculum enrichment activities • Support the development of succession planning using schools long, medium and short term planning Performa • Manage the development of long, medium and short term planning within Arabic Department • Consult with the Principal re support and timetable needs within the Arabic Department • Support the VP (Academic) with resource audits, orders and maintenance of stock allocation • Co-ordinate orders such as furniture, play equipment, assessment materials and stationary and report to the VP (Academic) • Liaise with Admin and teachers to ensure weekly admin requirements are met eg homework, learning newsletters for parents • Promote the use of digital literacy across the department



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Assessment & Reporting Responsibilities	<ul style="list-style-type: none"> • Liaise and support the Principal & Vice Principal for the production of reports • Monitor, evaluate and improve reporting systems • Liaise with teachers to ensure evidence based reports are consistent and accurate • Support staff members within department to accurately report information to parents • Moderate reports to ensure consistency between classes and whole school. • Evaluate and develop assessment and tracking information/data within the department and monitor student's academic progress and achievement. • Support the Academic Principal with analysis of assessment data
Responsibilities to Students	<ul style="list-style-type: none"> • Monitor and support students of particular concern (welfare and/or academic) within the department and involve the appropriate VP • Support the development and review of current policies and practices for assessing, recording and reporting pupil achievement within the department • Support teachers in parent meetings • Monitor value and effectiveness of educational visits within the department • Work with teachers to ensure the needs of G and T students in the department are met and correct students identified • Monitor and evaluate teaching and learning and support developments in performance management
Responsibilities to Parents	<ul style="list-style-type: none"> • Support the AVP with Parent Meeting Days, organisation, attendance monitoring and feedback • Develop communications with parents, and encourage increased parent engagement within the department, including the use of technologies



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Responsibilities to Staff	<ul style="list-style-type: none">• Support, guide and motivate staff and encourage co-operation and mutual trust• Active participation in recruitment for the department• Review planning regularly with teachers adapting where required• Ensure staff follow school and ADEC policies in the Department• Organise cover in the department according to department needs• Mentor and coach staff with the support of the AVP• Inform staff about developments in school and education generally• Support staff CPD and update SLT with individual and group needs• Advise the Principal and VPs about staffing and resourcing requirements• Deliver training where necessary to support CPD & SDP.• Be a reference point for staff concerns within the department