

## JUMEIRAH ENGLISH SPEAKING SCHOOL

### JOB SPECIFICATION: HEAD OF ISLAMIC EDUCATION (PRIMARY)

Jumeirah English Speaking School (JESS) is a leading British International School in the Middle East and has been continuously rated as 'Outstanding' by the Dubai School Inspection Bureau (DSIB). We are also listed in the Spears Top 100 schools ranking. We promote a supportive environment where students always feel determined to do their best and where both effort and achievement are warmly acknowledged. JESS follows the English National curriculum as well as the International Baccalaureate in Years 12 and 13.

At all levels, JESS provides opportunities to show curiosity, excellence, commitment, integrity, respect and care. Our mission is to discover brilliance in every individual, build community through respect and a sense of belonging and empower people to act with purpose to 'Make a Difference' in the world.

JESS is committed to safeguarding and promoting the welfare of all of its students. JESS expects all staff – teaching and non-teaching – and volunteers to share and uphold this commitment.

JESS Jumeirah is seeking a dedicated, dynamic, well qualified, experienced and highly committed Islamic Education teacher who can deliver the Islamic A and B curriculum for KS1 and KS2 classes. The ideal candidate should also have at least two years of experience in leading an Islamic Education department within a UAE context and proven track record.

As an experienced professional, the post holder must have a track record in fostering a caring and supportive atmosphere and be a passionate educator dedicated to the well-being, social and academic progress of each student. The Head of Department will be responsible for the line management and teaching and learning standards of the subject teachers within the department. Teachers who are willing to commit whole heartedly to wider school life will be at a distinct advantage.

<b>Position/Job Title</b>	Head of Islamic Education
<b>School/Branch</b>	Primary - Jumeirah
<b>Reporting to</b>	SLT Line Manager for Islamic Education/Head teacher
<b>Professional qualifications</b>	<ul style="list-style-type: none"> <li>An accredited attested higher diploma or higher in Islamic Studies, Share'aa or similar specialty</li> <li>Experience of implementing a range of pedagogical techniques, with a track record of innovation in teaching and learning</li> <li>Recent participation in continuing professional development</li> </ul>
<b>Professional Experience</b>	<ul style="list-style-type: none"> <li>Proficient and experienced in teaching, ideally with experience of teaching across primary year groups</li> <li>Proven track record of outstanding teaching</li> <li>Recent experience of working with from a variety of cultures</li> <li>Commitment to issues of equity and working with culturally diverse families</li> <li>Exemplary communication skills, both verbal and written</li> <li>Able to work positively and effectively with and parents, outside agencies and colleagues</li> <li>Committed to raising the achievement and standards of students</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience of delivering a broad, balanced and academically ambitious curriculum</li> <li>• Have a good knowledge of curriculum initiatives</li> </ul>
<p><b>Personal qualities and skills</b></p>	<ul style="list-style-type: none"> <li>• Maintain a positive attitude and work co-operatively at all times</li> <li>• Behave at all times in a manner befitting a role model for the pupils of the school and in a manner that brings only respect to colleagues and the reputation of JESS</li> <li>• Be open and adaptable to changing circumstances and guidelines</li> <li>• Maintain confidentiality with regard to all school matters at all times</li> <li>• Be able to work effectively under pressure, prioritise appropriately and meet deadlines, display good organisational skills</li> <li>• Display excellent organisational skills</li> <li>• Articulate and strong communicator</li> </ul>
<p><b>Duties and responsibilities</b></p>	<p><b>Leadership</b></p> <ul style="list-style-type: none"> <li>• To be responsible for continuously improving the quality of teaching and learning in the Department.</li> <li>• To be responsible for maintaining high standards in the Department including supporting staff during lessons when appropriate.</li> <li>• To develop and maintain effective methods of communication with the Headteacher, SLT Line Manager, other staff, students, parents, governors, external agencies and the wider community (including business and industry), etc.</li> <li>• To use the JESS appraisal system to applaud areas and identify development needs for individual teachers and the Department.</li> <li>• To help create an effective team by promoting collective approaches to problem-solving and curricular/department development, e.g., consult when writing the development plan and produce resources as a team.</li> <li>• To chair and produce the agenda for effective developmental department meetings. To ensure notes are made, kept secure and others informed as appropriate.</li> <li>• Manage departmental trackers, ensuring they are up-to-date and monitor student and class progress.</li> <li>• To implement school assessment and target setting policies and make effective use of data to monitor and evaluate the achievement and attainment of students in the subject.</li> <li>• Working with members of the Middle Leadership Team in supporting the school vision, mission, and values</li> </ul> <p><b>Curricular/Departmental Development:</b></p> <ul style="list-style-type: none"> <li>• To oversee the Department development plan, its implementation and the part it plays in the whole school development.</li> <li>• To oversee the relevant sections in the annual school SEF, aligning it to the UAE National Agenda.</li> <li>• To develop comprehensive schemes of work which include a range of teaching and learning styles providing a rich experience for students; to incorporate a variety of assessment methods at key points to enable accurate judgements on students' progress</li> </ul>

	<p>and provide opportunities for students to learn through research, problem solve, enquire and collaboration.</p> <ul style="list-style-type: none"> <li>• To develop departmental strategies for the students' spiritual, moral, social and cultural development, including links to the UAE Social Studies Curriculum.</li> <li>• To monitor and evaluate the teaching in the Department; take the initiative in identifying strategies to support consistency of practice and be a lead practitioner in the team.</li> <li>• To develop departmental strategies and procedures (using national and school guidelines) for teaching and learning for students with special educational needs and those who are identified as gifted within the subject area.</li> <li>• To work with the Study Support Department/SENCO to ensure IEPs are used to set subject-specific targets, and to match curricular materials and approaches to students' needs.</li> <li>• To oversee the development of learning technologies within the department, driving innovative and cutting-edge practice.</li> </ul> <p><b>Other General Duties &amp; Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Deliver high quality lessons, meeting the needs of all students in the class</li> <li>• Engaging in the school-wide professional development programme.</li> <li>• Taking responsibility for one's own professional development.</li> <li>• Sharing in the pastoral responsibility for all pupils in the school and especially for those in the teacher's tutor group, liaising where appropriate with Heads of Year and senior staff.</li> <li>• Maintaining good order and discipline among pupils, safeguarding their welfare, health and safety at all times when they are the responsibility of the school.</li> <li>• Being familiar with the school and departmental policies on child protection, discipline and health and safety.</li> <li>• Sharing in supervisory duties and general duties</li> <li>• Covering for absent colleagues</li> <li>• Being available at all reasonable times during the school day and, where necessary, outside of school hours in order to support operations</li> <li>• Attending school events and taking part in the wider school life</li> </ul>
<p><b>Safeguarding</b></p>	<ul style="list-style-type: none"> <li>• Bringing to the immediate attention of the designated safeguarding lead and the Director any significant pastoral matters, including any safeguarding concerns</li> <li>• Abide by the school safeguarding policy and keep abreast of any changes</li> </ul>

*The job specification lists the general responsibilities of all Subject Teachers and Head of Department. The Headteacher and SLT Line Manager will reserve the right to change the exact job responsibilities for an individual teacher based on the school's requirements.*