

Head of Primary School

The Swiss International Scientific School in Dubai is a leading day and boarding school where future generations are inspired to become confident and enthusiastic life-long learners, ready to embrace the opportunities of a global world. Our school follows the full continuum International Baccalaureate (IB) programme in English with additional languages or in two bilingual English-French and English- German streams. SISD is an IB Continuum World School authorised to offer and teach the IB Primary Years Programme (PYP), IB Middle Years Programme (MYP) and IB Diploma Programme (DP). Our unique curriculum offers an engaging learning experience, the challenge of developing a real understanding of cultural diversity and the support of a thriving international community. Our large eco-friendly campus ensures that we can offer a wide range of sporting facilities that make the most of our location adjacent to Dubai Creek.

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| Job title | Head of Primary School | Department | Primary School |
| Reports to | Head of School | Position(s) supervised | All Primary Teaching Staff (save for PE, Arabic and Language Support), Deputy Heads and Curriculum Coordinator |
| Start Date | 1 August 2019 | Location | Dubai |

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| Job Scope | <p>The Head of Primary School position requires an exceptional learning leader who will have responsible for implementing the PYP and curriculum for the Primary School in close collaboration with the Head of School.</p> <p>The Head of Primary School will act as the pedagogical and organizational leader and will support and assist the Head of School and contribute to the strategic planning of the Primary School with a special focus on a bilingual approach to teaching and learning as well as excellence in all areas relating to academic and pastoral care for the Primary students.</p> |
| Main Duties and Responsibilities | <p>Leadership</p> <ul style="list-style-type: none"> • To lead the Primary School and implement and demonstrate a commitment to developing the Primary school's philosophy, vision and mission, setting out very high expectations and with a clear focus on student achievement, standards and quality of teaching and learning. • To liaise and engage with the Head of School and attend and contribute to senior management meetings. • To work closely and effectively with the Head of School and lead the strategic development of the Primary School and maintain appropriate operational frameworks. |

- To lead and engage with the Primary Leadership Team, Primary Grade Coordinators and Subject Coordinators.
- To support the school in the provision of an outstanding Arabic and Islamic Studies programme in line with the UAE National Agenda.
- To actively engage and lead the Primary School through improvement and development planning in line with the Primary School's aims and objectives alongside subject specialism and KHDA requirements.
- To lead the Primary School through KHDA inspection, IB accreditation process and ongoing quality assurance.
- To motivate and lead the Primary School team in the delivery of best practice to meet the needs of the PYP curriculum, SISD's students and parents.
- To work in collaboration with the Head of School in the recruitment of Primary Years staff.
- To lead the appraisal/professional development review cycle of Primary Years staff.
- To challenge underperformances at all levels and ensure effective corrective action, support and review.
- To provide induction, support and assessments for new Primary Years teachers.
- To work in collaboration with the Head of Early Years, Head of Languages, Head of Arabic and PYP Coordinator to ensure the delivery of the IB curriculum in the Primary School.
- To provide an excellent role model for staff and students.
- To collaborate with HR in implementing disciplinary and capability proceedings etc.
- To collaborate with staff to ensure SISD achieves a 'very good' and 'outstanding' rating in the future when inspected by KHDA.

Operations

- To lead the planning, monitoring and evaluation of the Primary Years curriculum in conjunction with the PYP Coordinator and Primary Years Grade and Subject coordinators.
- Allocation of staff/rooms/resources in conjunction with the Head of School, Department Heads etc.
- To maintain and support the requirements of the IB PYP curriculum to ensure the Primary School meets the Primary Years curriculum.
- To participate in class observation exercises to monitor the quality of planning, teaching and learning throughout the Primary School
- To oversee the Primary School's planning, assessment, recording and reporting of student attainment and progress.
- To oversee the monitoring of progress of students in terms of well-being and academic achievement, in consultation with the PYP, Head of Inclusion, Grade and Subject Coordinators
- To ensure parents are kept fully informed with settling in visits and transition arrangements.
- To ensure parents are included in record keeping, monitoring and reviewing the progress of their child to include attendance and punctuality.
- To participate in parent meetings and oversee the processes for communication with parents recognizing the diversity of ethnic backgrounds, cultures and needs.
- To ensure parents can join in regular events.

- To promote equality of opportunity and positive behavior management strategies with students, parents and staff.
- Facilitate the celebration of student and staff successes.
- To be responsible for identifying and dealing with capability and disciplinary issues within the Primary School.

Continuing Professional Development

- To provide induction and on-going CPD by way of mentoring, coaching, leading presentations and team meetings.
- To identify CPD within the Primary Years team and then plan and facilitate their professional development in conjunction with the PYP Coordinator.
- To demonstrate a commitment to your own continuing professional development.

Finance

- To manage the budget for Primary Years.
- To manage the deployment of staff.
- To manage the ordering of resources and equipment within the Primary Years budget

Marketing and Admissions

- To support the Admissions team by effectively communicating information where required to prospective families and to provide guidance and support
- To support the Marketing team in the promotion of the Primary School.
- To maintain positive links and effectively represent and promote the Primary School within the local and international community.
- To commit to and promote the bilingual streams of the school (French/English and German/English) and also the English plus stream.
- To raise the profile of the Primary Years department within the local and international community to include educational conferences, open days etc.

General

- To be highly visible throughout the school during the school day to include but not limited to welcoming parents and students at the start of the school year/day, drop in's/class observations of teachers, staff meetings, assemblies, open days, school productions etc.
- To work in collaboration with the Head of Early Years, Head of Secondary School and Head of School in developing and coordinating the whole school events and activities schedules.
- To support the School's commitment to safeguarding its students to include ensuring that effective policies and procedures are in place in conjunction with the Child Protection Officer with regards to child protection and to support any cases that are a cause for concern.
- To follow the requirements of the Equal Opportunities Policy to ensure an environment that is inclusive.
- To collaborate with the Head of ASAs to facilitate an appropriate and varied programme of extra-curricular activities for Primary School students.

Key Relationships

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| Internal | Teachers, Deputy Head of Primary School, PYP Coordinator, Head of Departments, Grade and Subject Coordinators, Head of School, Head of Early Years, Head of Secondary School, Senior Management |
| External | Parents, local and international regulatory bodies, authorities and Partners |

| Position Requirements | |
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| Education | <ul style="list-style-type: none"> • Bachelor’s Degree in Education or related field • Higher Degree such as Master’s, NPQH in Educational Leadership, Curriculum Studies or a related field (or actively working towards one) • Teaching Qualification • English Language Proficiency B2 level on the Common European Framework or IELTS 6 or equivalent. |
| Must have skills | <ul style="list-style-type: none"> • IB experience (PYP) • Well developed technology and financial management skills to successfully manage and lead the Primary school • Well-developed written and verbal communication and organizational skills • High level of interpersonal empathy and a willingness to engage at every level within the school community • A high degree of initiative and creative thinking • Inclusive and balanced management style • Committed team player with drive, energy and passion to develop the school • Active listening skills • Ability to think both strategically and tactically • Have high expectations that motivate, support, challenge and drive both teachers and students • Sense of humour |
| Experience | <ul style="list-style-type: none"> • Extensive international leadership and teaching experience with at least 3 years in a leadership role that has involved coaching and mentoring, hiring and goal setting for teams of teachers • IB expert in PYP familiar with best practice in implementing enquiry-based learning • Experience with regards to KHDA/IB inspections • Proven track record of outstanding teaching and in supporting teachers to deliver an outstanding curriculum • Excellent interpersonal skills with the ability and desire to work collaboratively with the school community and wider community • Proven track record of working collaboratively as part of a team • Proven track record of leadership skills • Proven record of delivering outstanding pastoral care to students and knowledge and experience of child welfare, well-being and safety |
| Competencies | <ul style="list-style-type: none"> • Inter-culturally aware • Committed to ensuring high standards of teaching and able to model best teaching practice to colleagues • Exceptional leadership and communication skills |

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| | <ul style="list-style-type: none"> • Innovative, highly motivated, resourceful, flexible, self-starter • Able to inspire others and passionate about being part of SISD |
| Additional Requirements | <ul style="list-style-type: none"> • Any additional language is preferred (English, French or German) |
| Salary & Benefits | The salary and benefits package is competitive and will be commensurate with the qualifications and experience of the successful candidate and is in-line with UAE Labour Law. |
| Contract | Limited Contract |
| Application | <p>Candidates are requested to submit the following documents:</p> <ul style="list-style-type: none"> • A letter of application addressed to the Head of School, no longer than two pages, explaining your strengths as a candidate and why you are interested in this position • Current CV / resume not to exceed two pages with passport size photo • A list of 4 professional referees with current contact details (position, phone number and e-mail address) not older than 5 years • A maximum of 3 letters of reference that may already be in your possession <p>Please send your application to: hr@sisd.ae</p> <p>Closing date 31 January 2019</p> <p>SISD is committed to safeguarding and promoting the welfare of all its employees and students. Satisfactory references and a police check are a pre-requisite for all appointments.</p> |