

IB MYP/DP Arabic Coordinator for August 2021

The Swiss International Scientific School in Dubai (SISD) is a leading international day and boarding school where future generations are inspired to become confident and enthusiastic lifelong learners, ready to embrace the opportunities and challenges of a global world. Founded in 2015, our school currently welcomes more than 1150 students of more than 70 different nationalities on its cutting-edge campus, in the centre of Dubai. From Pre-KG to Grade 12, SISD follows the full continuum International Baccalaureate (IB) programme in three streams focusing on personalised learning and the development of 21st century skills. Students choose between the English with additional languages/STEAM stream or the bilingual English-French/German streams. We pride ourselves on being a fully accredited IB Continuum World School, offering the IB Primary Years Programme (PYP), IB Middle Years Programme (MYP), IB Careers Programme (IB CP) and IB Diploma Programme (DP). Our personalised international 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 state of the art, eco-friendly campus adjacent to Dubai creek, ensures that we can offer a wide range of sporting and after school activities tailored to the personal needs and preferences of every student.

Job title	IB MYP/DP Arabic Coordinator	Department	Secondary School
Start date	August 2021	Location	Dubai, UAE
Reports to	Deputy Head of Secondary School (Academic)	Position(s) Supervised	Secondary IB MYP/DP Arabic Teachers and Teaching Assistants
Job Scope	<p>The Subject Coordinator at SISD is expected to ensure high quality education for all students in their specialist area and to improve the quality of learning and standards of achievement.</p> <p>The Arabic Coordinator plays a key role in the whole-school implementation and organization of Arabic in close collaboration with the Head of Secondary and the MYP/DP/CP coordinators. He/She is responsible for the facilitation of Arabic language & literature teaching that is collaboratively planned, communicated, taught and assessed. He/She is responsible for the quality and organization of assessment for moderation</p> <p>The duties outlined in this job description are in addition to those covered as Secondary Years Subject Teacher.</p>		
Main Duties and Responsibilities	This not an exhaustive list and all duties/responsibilities:		

- Promote and inspire high quality unit planning, collaboration and vertical alignment across Arabic.
- Leads participation in the Building Quality Curriculum review cycles.
- Leads the alignment of the curriculum and unit planners with the Swiss Canton Wallis standards.
- Ensure students are well prepared for the MYP ePortfolio tasks and DP group 3 courses
- Lead standardisation of assessment for MYP to ensure correct application of assessment criteria twice per year
- Advise on issues related to progression between MYP and DP subject pathways
- Report on Assessment Point data related to student progress and attainment for Arabic at regular intervals
- Ensure completion of unit reflections, review and Managebac assessment gradebooks on transition between units of instruction across the subject on a bi-monthly basis
- Ensure there is a portfolio-based approach with process journals development across all years of the MYP
- Collate resource requests, assist in distribution of resources and advise on future acquisitions in semester 2
- Liaise with the programme coordinators to advise on measures to enhance curriculum adaption and development of learning skills
- Contributes to the Emitterisation of student displays and creation of connections to local culture through the Arabic subject

In liaison with the Head of Secondary:

- Take responsibility for student attainment and progress in Arabic, account for gaps and advise on measures for additions to the school improvement plan
- Observe the quality of lessons in Arabic as part of the appraisal process and report on strengths and areas to improve
- Line Manage teachers and teaching assistants in the Arabic dept.

Teaching:

- Design, prepare and deliver a high-quality curriculum for grades within the IB MYP/DP framework to suit the individual needs of all students
- Nurture meaningful relationships with students and provide the individual attention they need
- Inspire mixed culture and ability classes, by creating challenging yet inclusive and engaging learning opportunities for all students
- Maintain constant awareness of the needs of any students to whom English is additional language
- Maintain a safe learning environment for students

	<ul style="list-style-type: none"> • Assess and monitor student progress and provide targets so that all learners can see success and improve incessantly • Liaise with the Head of Secondary School and curriculum coordinators to ensure effective delivery of the curriculum to specified classes, including selecting resources and managing them efficiently in the classroom • Adhere to the expectations as set out in the SISD Teacher Standards Document • Assume responsibility for the pastoral care of a class of students, paying particular attention to personal development and child protection • Collaborate with other secondary teachers and curriculum coordinators to deliver an interdisciplinary curriculum and share new ideas, approaches and professional knowledge • Communicate accurately and regularly with parents • Participate in school activities outside regular school hours to include, but not limited to, ASA's, Boarding House(s) support, school trips, staff meetings, parent's evenings, open days, INSET days, professional development training sessions, conferences and workshops, induction and if applicable examination supervision
Key Relationships	
Internal	Students, Teachers, Subject Coordinators, MYP/DP/CP Curriculum Coordinators, Head of Secondary School, Deputy Heads of Secondary School
External	Parents, KHDA, IB
Position Requirements	
Education	Minimum Bachelor's Degree in Arabic Language & Literature A recognized Professional Teaching qualification
Experience	<ul style="list-style-type: none"> • Minimum of 2 years of middle leadership experience in secondary school education • Outstanding classroom practitioner • Previous international experience highly valued • Previous experience of teaching the IB MYP is preferred, although outstanding candidates without prior IB experience will be considered • Curriculum development knowledge and IB training
Competencies	<ul style="list-style-type: none"> • A desire to contribute to and foster a positive IB community • Demonstrate professionalism, commitment, integrity, strength of character and perseverance • Inter-culturally aware with well-developed interpersonal skills and cross-cultural approach to work • Inspiring trust and confidence in students, parents and colleagues

	<ul style="list-style-type: none"> • Outgoing and enthusiastic • Show a strong work ethic • Articulate communicator • Ability to work collaboratively • Familiarity with various teaching resources including, where appropriate, digital tools to support and enhance learning • Committed to ensuring high standards of teaching
Salary & Benefits	Competitive remuneration and benefits
Contract	Fixed term contract
Application	<p>Candidates are requested to submit the following documents:</p> <ul style="list-style-type: none"> • Cover letter of one page, explaining your strengths as a candidate and why you are interested in this position • Current CV not to exceed two pages • 3 professional references with current contact details (position, phone number and e-mail address) not older than 5 years. One must be your current or last Line Manager <p>Please send your application to: hr@sisd.ae</p> <p>Due to the expected volume of applications we will only contact those applicants that are shortlisted for interview.</p> <p>We are committed to providing a safe and happy environment for all our employees and in which our students can thrive and learn. We are committed to safeguarding and promoting the welfare of all our employees and students. All employees are subject to appropriate vetting procedures including satisfactory criminal record checks from both country of residence/home country and any other country of residence.</p>