



DEPUTY HEAD OF EARLY YEARS (PASTORAL)

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DEPUTY HEAD OF EARLY YEARS (PASTORAL)

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 1800 students of more than 90 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	Deputy Head of Early Years (Pastoral)	Department	Phase 1
Start Date	November 2022 or January 2023	Location	Dubai, UAE
Reports to	Head of Phases 1 & 2	Direct reports	

Job Scope	The Deputy Head of Early Years (Pastoral) is a key member of the Phase 1 Leadership Team with a key role in providing support to the Head of Phases 1 & 2 and contribute to the strategic planning of the Early Years department as well as excellence in all areas relating to pastoral care and support for students
Main Duties and Responsibilities	<p>Main Duties and Responsibilities</p> <p>This not an exhaustive list of all duties/responsibilities. The responsibilities outlined may be modified by the Head of Phases 1 & 2, upon mutual agreement, to reflect or anticipate changes in the role:</p> <p>Leadership and strategy</p> <ul style="list-style-type: none"> • To deputise for the Head of Phases 1 & 2 as and when required • To inspire staff and students in creating and maintaining an exceptional learning environment, with Bilingualism at the core • To drive the creation of learning spaces and opportunities that inspire both a love of learning and outstanding progress • To promote all aspects of the IB PYP, ensuring curiosity and child-centred approaches permeate all aspects of provision

- To lead on behaviour, attendance and punctuality and ensure that appropriate, updated, policies are in place
- To lead on key transitions and the development of student leadership, agency, and voice
- To lead on safeguarding in Phase 1 and fulfil the role of Designated Safeguarding Lead for Phase 1. To have a strong knowledge of safeguarding procedures and an understanding of all aspects of health and safety with young children
- To work closely with the school Head of Inclusion and the Phases 1 & 2 Counsellor.
- To communicate effectively with parents on sensitive issues
- To liaise with other schools and relevant organisations in matters of pastoral care
- To work alongside the Inclusion team and to be an active participant in relevant network groups.
- To oversee LSA and CRA provision within Phase 1 and to facilitate an impactful programme of Development and training
- To facilitate the development of initiatives such as house system and parents as partners
- To develop and embed the implementation of wellbeing and behaviour policy and practice, supported by analysis of data and trends, which promote:
 - positive strategies for developing good relations and dealing with incidents of conflict
 - equality of access, inclusion, and diversity
- To liaise with stakeholders and relevant external bodies to ensure the wellbeing and welfare of students is maintained at the highest standards
- To monitor and evaluate access and participation of students to a range on enriching after school activities
- To oversee students' personal development, understanding of Islamic values and awareness on Emirati and world cultures, social responsibility and innovation skills.
- To promote and communicate pastoral initiatives amongst stakeholders
- To contribute to and ensure that the development and delivery of the Phase 1 improvement plan is aligned to the school's vision
- To attend regular leadership team meetings as part of the Phase 1 Leadership Team
- To develop systems to promote high levels of engagement, punctuality, and attendance

Management

- Manage and deliver the Early Years Section cover programme for staff absence in a consistent and transparent manner
- Organisation of supervision rotas outside of class time
- Organisation of assemblies and coordination of relevant events promoting community cohesion and a sense of belonging for all stakeholders
- Collaboration with Admissions and the Head of Phases 1 & 2 to ensure an effective admissions process
- Effectively manage, lead and inspire Grade Coordinators to have oversight, lead and monitor pastoral systems at grade level

Professional development

- Support an ethos that embodies learning at all levels

	<ul style="list-style-type: none"> • Keep abreast of developments in Early Years and international schools to ensure that SISD maintains a place at the forefront of international best practice • Lead, promote and cascade professional learning within the pastoral section • Provide necessary training for all pastoral staff to enable them to perform their roles and responsibilities to high standards • Collaborate with other Deputies and the Head of Phases 1 & 2 on recruitment, with a focus on those aspects that relate to the pastoral and wellbeing systems e.g., Grade Coordinators, Home Room Teachers etc. • Assist with whole school monitoring and evaluating of the Professional Development Cycle <p>Compliance and inspection</p> <ul style="list-style-type: none"> • Assist with monitoring and regular review of key policies, systems, and practice • Ensure regulatory compliance in areas relating to safeguarding, health, and life at school • Support the growth of excellence in practice and provision
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Key Relationships	
Internal	Students, Phases 1 & 2 Leadership Team, Curriculum/Subject/Grade Coordinators, Head of Depts, Teachers, LSAs, CRAs, Counsellors, Healthcare Team, HSE Team, Marketing & Admissions Team
External	Parents, KHDA, IB

Position Requirements	
Education	<ul style="list-style-type: none"> • Bachelor’s Degree in Education with a focus on Early Years or related subject • Professional Teaching Qualification • Relevant recent professional development that qualifies the candidate for this post
Experience	<ul style="list-style-type: none"> • Extensive international Early Years leadership experience of at least 2 years • Significant experience of delivering the Early Years curriculum • Experience of pastoral leadership • Proven track record of excellence and tangible outcomes in progress and attainment • Evidence of outstanding teaching practice • Experience of working in an international environment is preferred, however not essential.
Competencies	<ul style="list-style-type: none"> • A positive, flexible, ‘can do’ work ethic. • A commitment to ensuring high standards of pastoral care • Exceptional communication skills • Strong collaboration skills to foster partnerships with teachers, students, and parents • A clear personal philosophy on education and how this informs practice. • A genuine interest in progressive, inclusive student-centred approaches to pedagogy. • An interest in social enterprise, charity, and service learning, and how these can be embedded formally into the Early Years curriculum. • A desire to be involved in the life of the school beyond the classroom and an understanding of the importance of this to student learning

	<ul style="list-style-type: none"> • Excellent standards of personal presentation. • Enjoyment of working in a positive, collaborative team environment with the values of honesty, integrity, and mutual support at the core. • An enthusiasm for engaging with diverse cultures tempered only with high levels of patience and adaptability • Inter-culturally aware with well-developed interpersonal skills.
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>Closing date: 1 November 2022</p> <p>Due to the expected volume of applications, we will only contact those applicants that are shortlisted for interview. We reserve the right to appoint before the closing date.</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 and Barring & Prohibition checks.</p>



I have had the pleasure of working in both the Primary setting and the Secondary setting at SISD and feel privileged to get to do the work I do for such an outstanding organization. Getting to work alongside passionate staff and to engage with such motivated students, while being surrounded by some of the best facilities on offer, I honestly feel that SISD is one of the best schools in the world to work at.

- *Mark Swaine, Grade 6 Learning Coordinator and Transition Leader & Wellness Committee Chairperson*



I have had the pleasure of experiencing first hand, the development of the French/ English bilingual stream at SISD, which has grown and developed and is now fully imbedded into the students daily lives. Students naturally speak both French and English in our classroom and it has been a joy to see students progress in multiple languages. I have worked at SISD for 5 years as an English teacher, KG2 coordinator and now Grade 1 coordinator. I have had such a positive experience working in both the Early Years and Primary schools and have enjoyed co-teaching with some incredible teachers.

- *Tamara Grannell, Grade 1 Teacher & Grade Learning Coordinator*

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I think SISD has a vibrant faculty, where talented professionals collaborate to provide excellent results for our students. With outstanding facilities and infrastructure, the environment is an inspiring workplace with a warm community of staff, parents, and students alike.

- Samantha Hodges, Deputy Head of Primary (Student Achievements)

