



DEPUTY HEAD OF MIDDLE SCHOOL
(GRADE 6-8)

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Deputy Head of Middle School (Grade 6-8)

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 2000 students of more than 100 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 Middle School (Grade 6-8)	Department	Secondary
Start Date	Immediate or August 2024 start	Location	Dubai, UAE
Reports to	Head of Secondary	Direct reports	None

Job Scope	The Deputy Head of Middle School (Grades 6-8) is a key member of the Secondary Leadership Team with a key role in overseeing the provision of high-quality pastoral care, assuming responsibility for students' middle school experience in the secondary.
Main Duties and Responsibilities	<p>Main Duties and Responsibilities</p> <p>This is not an exhaustive list of all duties/responsibilities. The responsibilities outlined may be modified by the Head of Secondary or their delegate, upon mutual agreement, to reflect or anticipate changes in the role:</p> <p><u>Leadership and strategy</u></p> <ul style="list-style-type: none"> • Leadership of the Grade Leaders Grades 6-8 and Secondary School Staff to promote high expectations for academic and pastoral care for the students in coordination with the leadership Team • Leadership of the learning experience for Grades 6-8 that is in alignment with Secondary MYP curriculum and Pastoral initiatives • Promotion and communication of Grade 6-8 initiatives amongst stakeholders • Contribute and ensure that the development and delivery of Secondary School improvement plan is aligned to the school's vision. • Use data and evidence effectively and appropriately to evaluate and impact on the horizontal performance of students

- Attend regular leadership team meetings as part of the Secondary Leadership Team
- Lead on the Moral, Social and Cultural Education programme Grade 6-8
- Lead behaviour for learning, ensuring there is a conducive and nurturing environment for learning to flourish
- Stewardship of a positive learning environment by regular review of rewards and sanctions as well as consideration of outcomes from the professional development cycle
- Develop systems to promote high levels of engagement, achievement, punctuality and attendance

Teaching and Learning

- To continue to maintain an environment in the Secondary School that promotes and secures good teaching, effective learning, high standards of achievement and good behaviour
- To contribute to the organization, implementation and monitoring the IB MYP, ASDAN and Swiss Matura curricula and assessment so that statutory requirements are met
- To ensure that secondary students develop study skills to learn more effectively and with increasing independence
- To contribute to the organization, implementation and monitoring a policy for the personal, social and moral development of students
- To monitor and evaluate the quality of teaching and learning and standards of achievement of all secondary students through appropriate methods.
- To determine and implement policies which promote:
 - positive strategies for developing good relations and dealing with incidents of conflict
 - equality of access, inclusion and diversity
 - approaches to Learning and study skills
- To contribute to the organization, implementation and monitoring positive strategies and programmes which ensure good student behaviour and discipline and give support and clear guidance on suspensions and exclusions
- To develop and maintain effective links with the wider community including business and industry, to extend the curriculum and enhance teaching and learning
- To continue to maintain an effective partnership with parents and the wider community to support and improve students' achievement and personal development
- To promote extra-curricular activities in accordance with the educational aims of the secondary school
- To ensure information on student progress is used to improve teaching and learning

Pastoral care and well-being

- Ensure school policies related to pastoral systems are followed by all secondary staff and that all secondary staff are held accountable for their implementation, the attendance policy is fully implemented, and attendance is monitored, and protocols followed
- Promote high levels of student well-being through bespoke initiatives that evolve dependent upon current trends in student care and support
- Monitor, support and track student well-being
- Communicate effectively with parents on sensitive issues
- Enjoyment of, and proven ability in, communicating with young people
- Maintain effective partnerships with parents to support student achievement, well-being and growth

	<ul style="list-style-type: none"> • Liaise with other schools and relevant organisations in matters of pastoral care • Effectively manage student behaviour and nurture the creation of an effective climate for learning <p><u>Management</u></p> <ul style="list-style-type: none"> • Manage and deliver the Secondary School cover program 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 Secondary to ensure an effective admissions process • Effectively manage, lead and inspire Grade Coordinators to have oversight, lead and monitor pastoral systems at grade level • Responsibilities may include creating and maintaining duty schedule and staff cover. • Collaboration and coordination of school trips for students in Grade 6-8 to enhance students learning experiences. <p><u>Professional development</u></p> <ul style="list-style-type: none"> • Support an ethos that embodies learning at all levels • Keep abreast of developments in 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 Principal on recruitment, with a focus on those aspects that relate to the pastoral and wellbeing systems e.g., Grade Coordinators, Home Room Teachers and Counsellors etc. • Assist with whole school monitoring and evaluating of the professional Development Cycle <p><u>Compliance and inspection</u></p> <ul style="list-style-type: none"> • Assist with monitoring and regular review of key policies • Ensure regulatory compliance in areas relating to safeguarding and pastoral life at school • Seek excellence in all areas of the school SEF and school inspections relating to teaching and learning, pastoral and personal development.
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Key Relationships	
Internal	Students, Teachers, IB/MYP/DP/CP Coordinators, Subject Coordinators, Grade Learning Coordinators, Principal, Head of School Sections, Deputy Head(s) and Assistant Heads of School Sections
External	Parents, KHDA, IB

Position Requirements	
Education	<ul style="list-style-type: none"> • Degree • Postgraduate teaching qualification • Qualification in leadership and management (desirable)
Experience	<ul style="list-style-type: none"> • Leadership experience in a secondary school environment • IB/MYP Teaching experience

	<ul style="list-style-type: none"> • Experience of leading school initiatives that have led to demonstrable improvement in standards and achievement
Competencies	<ul style="list-style-type: none"> • Proven ability to lead and inspire educational teams toward achieving academic excellence. • Experience in curriculum development, implementation, and assessment strategies. • Effective management of staff, fostering a positive and collaborative school culture. • In-depth understanding of the unique challenges and opportunities associated with middle school education. • Development and implementation of age-appropriate teaching methodologies. • Strong commitment to the social and emotional well-being of middle school students. • Demonstrated success in developing and executing strategic plans to enhance school performance. • Sound decision-making skills, considering both short-term and long-term goals. • Excellent communication skills with staff, students, parents, and stakeholders. • Building strong relationships within the school community to foster a supportive and inclusive environment.
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: February 29th, 2024</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.</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

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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 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)*

