



CHELTENHAM
MUSCAT



Job Description &
Person Specification
for the Position of

Head of Arabic

Job Description

Job Purpose

The Head of Arabic will be responsible for leading, managing and developing the Arabic and Islamic studies department that also incorporates Social Studies, and ensuring continuity and progression in the curriculum for all pupils from KG1 onwards. The Head of Arabic will be responsible for maintaining high professional standards, leading and managing all teachers in the department and ensuring all pupils make excellent progress and find learning Arabic and Islamic Studies enjoyable and challenging. The Head of Arabic will also be responsible for contributing to the school's extensive extra-curricular programme and developing the subjects beyond the classroom and normal school day.

Key Responsibilities

School Values and Ethos

- Actively promote our unique vision through enthusiastic participation in all areas of school life.
- Always set high expectations, which inspire, motivate and support colleagues.
- Ensure that you comply with any rules, policies and procedures implemented by the school.
- To ensure that you model the speaking of English when in the presence of students outside the classroom and in public areas of the school.
- To respect and support Omani culture.

Safeguarding Responsibilities

- To comply with all safeguarding policies and procedures and ensure that any safeguarding concerns are reported in line with policy.
- To demonstrate a personal commitment to safeguarding and wellbeing.
- To engage fully in all safeguarding training as required.

Curriculum

- To teach a broad, balanced and relevant curriculum and contribute to the preparation and writing of Schemes of Work, teaching materials, teaching programmes, methods of teaching and assessment.
- To facilitate and encourage high quality learning which provides children with the opportunity to achieve their full potential.
- To deliver well-planned, engaging and creative lessons, ensuring that the needs of all children are met.

- To differentiate appropriately, using approaches that enable every child to access the learning and make excellent progress.
- To demonstrate excellent subject knowledge in all relevant areas.
- To set students challenging learning and developmental goals, and to draw upon varied strategies, resources and technologies to support students in achieving these goals.
- To follow school procedures for assessing, recording and reporting on children's achievements and to use this information effectively to convey progress in report writing and record keeping.
- To provide students with regular written and oral feedback and encourage them to reflect and respond to their feedback.
- To participate fully in the school's co-curricular and school activities programme.
- To develop, co-ordinate and manage a programme of competitive House Arabic and Islamic Studies events to ensure all pupils participate in Arabic and Islamic Studies and to help build a strong sense of school community.

Management

- To follow and implement school policies and procedures in and out of the classroom.
- To provide a safe, purposeful and well-managed learning environment.
- To make effective use of teaching assistants to support children in their learning.
- To value the home-school partnership, working closely with other members of staff to establish and manage good relationships with parents.

Professional Standards

- To attend assemblies, departmental meetings, parents' evenings, school functions and other staff meetings.
- To attend professional development and staff training opportunities.
- To recognise the importance of being an exemplary role model to all children within the school.
- To maintain high standards of professional behaviour in accordance with the school ethos, including timekeeping and personal presentation.
- To take personal responsibility for evaluating and reflecting upon your teaching in order to continually develop and improve your practice.
- To always maintain professional and productive relationships with colleagues.

Other

- To fulfil any reasonable additional responsibilities as requested by the Principal.

Person Specification

(E is Essential, D is Desired)

Experience and Qualifications

Qualifications

- A Bachelor's Degree in Arabic or a relevant subject from a good university. (E)
- Post Graduate Certificate of Education (or equivalent). (E)
- Qualified Teacher Status. (E)
- Evidence of further postgraduate study. (D)

Skills and Experience

- A minimum of four years relevant teaching experience. (E)
- Excellent working knowledge of the Oman Ministry of Education curriculum for Arabic, Islamic Studies and Social Studies. (E)
- High levels of subject knowledge. (E)
- A proven track record of high-quality Arabic and Islamic studies teaching. (E)
- Some experience of teaching GCSE/iGCSE Arabic and Islamic Studies. (D)
- A strong academic background, stature and experience that will command the respect of students, parents, colleagues and the wider community. (E)
- An understanding of the demands of a UK private day school environment. (D)
- A commitment to academic progress and the welfare and safeguarding of students. (E)
- Experience of curriculum development in Arabic, Islamic Studies and Social Studies. (E)
- Knowledge and understanding of recent educational developments and best practice. (E)
- Experience of working with children who have English as a Second Language. (D)

Personal Qualities

- Omani national (E)
- Ability to stretch the most able students, whilst also ensuring the curriculum is accessible to all. (E)
- Ability to inspire children with a love of learning. (E)

- Ability to understand the needs, challenges and opportunities of an international school community. (E)
- Strong personal-relations and team-working skills. (E)
- Ability to use ICT to enhance leaning. (E)
- Energy, charisma and dynamism with the vision and drive to create productive learning environments and excellent outcomes for all children. (E)
- Ability to work with and apply all school policies. (E)
- Rigorous can-do attitude, positive team player with a sense of humour. (E)
- Be willing to work hard enthusiastically and with a growth mindset, avoiding a “nine-to-five” approach. (E)

Safeguarding and Privacy

Cheltenham Muscat is committed to safeguarding and promoting the welfare of children and expects all the staff to respect this commitment. The post is subject to applicants providing a satisfactory Police Clearance Certificate from their home country that is less than 6 months old. Three satisfactory professional references will also be required.