



# DOHA ENGLISH SPEAKING SCHOOL

*Learning Together • High Expectations • Celebrating Success*

## Job Description

### HEAD OF ARABIC DEPARTMENT

**Responsible to:** Assistant Headteacher → Head of School → Principal

#### General

The Head of the Arabic department reports to the Senior Leadership Team and is responsible for managing the Arabic Curriculum, developing and monitoring the teachers within the department, monitoring pupil progress and report checking. A key component of the role will be to ensure the continued development of student's progress in learning Arabic as a first and second language. Your terms and conditions will be as set out in the latest version of the school Terms and Conditions of Employment document.

#### Specific Responsibilities to Include

- To continue to raise the profile of Arabic at DESS
- To develop and implement the Arabic department improvement plan, working in conjunction with the school's Strategic Plan to move the school forward
- To carry out data analysis, and track student progress and inform on progress in line with school policy
- To manage and develop Arabic Teachers and Teaching Assistants in accordance with school's Continual Professional Development policy
- To demonstrate outstanding teaching skills which lead to excellent results and outcomes
- To work with SLT to devise a timetable for the Arabic/Islamic department which is in line with Ministry expectations
- To coach and mentor Arabic Teachers and Teaching Assistants, providing constructive advice and feedback
- To review and manage the Arabic curriculum across the Early Years, Primary and Secondary sections of the school
- To prepare students for and administer summative assessments including both school-based and external assessments as appropriate



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- To differentiate learning and teaching and associated resources of the Arabic team in a manner that challenges and is appropriate to the needs and skill-level of students
- To oversee the preparation of reports and maintain relevant records for individual student files and communicating with parents
- To manage the department budget and resources
- To lead self-evaluation and prepare for the Ministry of Education inspection in accordance with inspection criteria and follow through with an action plan
- To take an active interest in maintaining subject knowledge, learning networks and current educational research
- Ensure the efficient delivery of both classical Arabic, “Fusha” and Islamic Studies, delivering lessons in both Arabic and fluent English
- Co-operative planning of medium and short term work
- Marking of pupils’ work and setting homework
- Cooperating in whatever appraisal system the school employs
- Attendance at designated meetings and in-service training courses organised by the school. Attendance at school events. Contributing to extra-curricular activities on one day per week in the Autumn and Spring term
- To do playground/gate duties as requested
- The pastoral welfare of a class in the Prep year’s age range
- To be aware of the school’s procedures and protocols on safeguarding

**You will also be expected to:**

- Observe, at all times, the need for confidentiality when dealing with information regarding the school
- Observe the need for discretion when dealing with other adults within the school
- Promote the good name of the school in the community.