

JOB DESCRIPTION

UNITED ARAB EMIRATES
MINISTRY OF EDUCATION



Job Title	Cluster Manager Academic Advisor	Reports to	EMI Manager
Division/Department	English as Medium of Instruction (EMI)	Supervises	MOE Schools

JOB STATEMENT

ASP: Advanced Science Programme

The Ministry of Education has recently launched a ground-breaking educational programme in advanced sciences to prepare elite students to compete both nationally and internationally in academic and professional career pathways.

The programme will prepare students to meet the entry requirements of the best Universities in the UAE and overseas. In recognition of the globally competitive environment in which students will be participating, a number of lessons, such as science and mathematics will be taught in English, but with the onus still on the values and traditions of the UAE and its language.

The programme is taught by talented teachers from around the world, who have been brought into the country to deliver the lessons and support the students in achieving their best grades. The government, through the MoE, will leave no stone unturned in ensuring that these students reach their highest educational potential.

The role of the Cluster Manager Academic Advisor is to support the Principal, Co- coordinators and Teachers to realise the vision of the ASP, through professional leadership and management of the teaching and learning. Cluster Manager Academic Advisors will look after a number of these schools in small 'clusters'. The school could be located in any of the northern emirates but usually close together.

Cluster Manager Academic Advisors are required to facilitate and encourage learning which enables students to achieve high standards, in line with the vision of the ASP. They are expected to actively undertake professional development by being fully conversant with the latest curriculum developments.

They will ensure the vision for ASP is clearly articulated, shared, understood and acted upon effectively by programme staff within the school. They should motivate and work with colleagues to create a shared culture of excellence and a positive climate

It is the responsibility of the Cluster Manager Academic Advisor to establish and execute short, medium and long term plans for all areas under their management and ensure their plans meet the aims and objectives of the programme

Work with the necessary outside agencies and stakeholders to ensure compliance with the required quality standards

Discipline:	Cluster Manager Academic Advisor	Revision:	3
Project:	ASP Elite Stream	Revision Date:	AUG 2017

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COMPETENCY REQUIREMENTS

Experience Required	To be a Cluster Manager Academic Advisor, you would need to have: <ul style="list-style-type: none">• A minimum of two years' experience in a senior role within a school or college• Have a minimum of five years' successful teaching experience within the disciplines of either mathematics or science or related subjects;• Experience gained from more than one educational entity
Education Requirements	<ul style="list-style-type: none">• A degree in a relevant subject area such as education, mathematics or a science-related subject• IELTS 7 Academic for non-Native English speakers.
Person Specification	<ul style="list-style-type: none">• Management and leadership skills including change management and business planning development and improvement.• Mentoring and coaching skills• Excellent interpersonal skills• Able to monitor progress and adjust plans accordingly• Organisational ability to work to tight deadlines• Strong decision-making skills• Excellent spoken and written communication skills• IT skills including data analysis• Commitment to continuing professional development• UAE / Transferable driving license and willing to travel is a must

Job Specifications

The job specifications are listed below. However, this is an overview of the role and is not exhaustive, nor will all post holders routinely undertake all of the functions. The MOE reserves the right to assign other duties commensurate with the grade as required.

- Co-ordinate all aspects of the ASP programme within the school
- Liaise with the Principal to ensure the resources available meet the programmes requirements, and take immediate action should there be any issues that impact on the quality of teaching
- Ensure all periods on the ASP are covered
- Monitor student attendance and take the necessary action as determined by the ASP policy on lateness and attendance
- Ensure academic excellence is maintained through observations and monitoring of ASP teaching staff
- Develop training plans to ensure staff are regularly updated on the curriculum and other aspects of the programme's requirements
- Engage parents and guardians to ensure they understand and are involved in the academic life of their child(ren)
- Contribute to the development and improvement of the programme
- Maintain a risk and issue log with contingencies and keep the management team updated

Discipline: Deputy Cluster Manager – Academic Affairs

Revision: 2

Project: ASP Elite Stream

Revision Date: Feb 2017

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- Regularly brief the ASP management team on progress
- Share best practice with colleagues on the programme and provide support as necessary
- Prepare and monitor an individual learning plan for each child on the ASP programme
- Monitor students' academic progress and support teaching staff to achieve and maintain the required standard
- Represent the MOE locally, regionally and nationally as required.
- To ensure the protection of children and learners is paramount and at all times lead by example.
- Demonstrate and embed the MOE's core values of putting children and young adults first, achieving excellence, behaving with integrity at all times.
- At all times, the post holder will be expected to operate in accordance with the MOE's policies and procedures

Essential Functions

- Ensure the day to day running of the ASP programme in the school, in conversation with the Principal.
- Manage and control occupational and environmental health and safety
- Manage and control business risk
- Monitor students' progress against targets for the programme.
- Observe lessons and review material to ensure the required level of teaching is maintained
- Liaise with the Principal to ensure all required resources are available
- Regular reporting on progress to the management team
- Provide mentoring and support to teaching staff
- Induct new staff into the programme
- Implement initiatives which meet the aims and objectives of the programme
- Promote the ASP programme during recruitment and support the testing of potential students
- Develop and maintain the ability to prepare effectively and meet deadlines.
- Develop and maintain the ability to demonstrate resilience, whilst being responsive, open and honest about challenges Ability to establish partnerships and to communicate and establish high expectations of self and others
- Actively build constructive and open relationships with networks of colleagues, contacts and organisational partners.
- Communicate effectively, identify and use appropriate styles and methods, including digital channels, appropriate to the audience.
- Adopt a cost effective approach to the use of resources.
- You will look after the ASP programme, with the possibility of expanding into the mainstream schools and subject areas as the whole programme grows.
- You will have around 10 schools to manage.

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