

JOB DESCRIPTION



UNITED ARAB EMIRATES
MINISTRY OF EDUCATION

Job Title	Deputy Cluster Manager - Academic Affairs	Reports to	Academic Committee
Division/Department	School Operations	Supervises	Lead Teachers

JOB STATEMENT

The role of the Deputy Cluster Manager – Academic Affairs is to support the Principal, Lead Teachers and Teachers, through professional leadership and management of the teaching and learning. Deputy Cluster Manager – Academic Affairs will look after a number of these schools in small ‘clusters’.

Deputy Cluster Manager – Academic Affairs are required to facilitate and encourage learning which enables students to achieve high standards. They should model excellence by conducting team teaching and implement action plans which are short and achievable. They are expected to actively undertake professional development by being fully conversant with the latest curriculum developments.

They will ensure the vision for Ministry 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 Deputy Cluster Manager – Academic Affairs 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. They should have a good handle on the data for their schools and be able to identify weak and strong groups of students, teachers and overall schools.

Deputy Cluster Managers will undertake teaching where required (for example in the absence of enough staff) and initially during their first few months as this will give them a greater understanding of the context.

COMPETENCY REQUIREMENTS

Experience Required	<ul style="list-style-type: none"> • A minimum of three 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. • Experience gained from more than one educational entity
Education Requirements	<ul style="list-style-type: none"> • A degree in mathematics or a science (Masters preferred) • 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

Discipline:	Deputy Cluster Manager – Academic Affairs	Revision:	2
		Revision Date:	Feb 2017

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- 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 Emirati School Model within the school
- Ensure all periods for English medium subjects are covered
- Monitor student attendance and take the necessary action as determined by the Ministry policy on lateness and attendance
- Support the form tutor programme with the support of student services
- Ensure academic excellence is maintained through observations and monitoring of 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)
- Maintain a risk and issue log with contingencies and keep the management team updated
- Regularly brief the Sector Specialist and management team on progress
- Share best practice with colleagues on the programme and provide support as necessary
- 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

- Monitor students' progress against targets for the programme.
- Observe lessons and review material to ensure the required level of teaching is maintained
- Regular reporting on progress to the management team and brief to the principal
- Provide mentoring and support to teaching staff
- Induct new staff into the programme
- Implement initiatives which meet the aims and objectives of the programme
- 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.

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