

Head of KG & Elementary

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Company: Seek Teachers

Location: Dubai

Category: healthcare-practitioners-and-technical

Description

**Implement and evaluate the KG Development Plan **Advise and inform the Head of Kindergarten about staffing and resourcing needs; the deployment of staff; staff training needs; KG procedures and policies; new developments in the KG section **Have overall responsibility for the efficient administration of the KG in such matters as updating schemes of work; recording pupils' progress; writing assessments and reports; and other similar duties

**Liaise with the Head of Kindergarten concerning the timetable **Be responsible for the collation of orders and maintenance of stock and equipment for the section; **Order items for the section such as stationery **Ensure the working environment is pleasant and safe for pupils, and staff and recommend any improvements to the Head of Kindergarten

**Negotiate the section organisation, deployment of staff and curriculum with the Head of Kindergarten **Liaise with the other Supervisors **Be a reference point for staff concerns in the section **Have a teaching commitment as appropriate **Monitor attendance of parents or guardians at parents' meetings and arrange alternative meetings for parents as necessary

**Oversee the organisation of the pastoral trips

**Monitor and evaluate schemes of work, materials, and methods used throughout the Key Stage, giving help and guidance where appropriate, keeping the Head of Kindergarten fully informed at all times **Co-ordinate the curriculum offered to ensure balance and continuity; maintain and develop continuity and consistency monitor and evaluate the effectiveness of teaching and learning throughout the section **Visit classes on a regular

basis and encourage visits by others

Classrooms are well decorated, and teachers are also provided Teaching Assistants to support them. Each classroom has dedicated centers that cover the key areas for early development focusing on the children's interest. I am seeking a strong experienced Head of Secondary to join my client in Dubai starting August 2019. The school is located about 35 minutes from the center of Dubai and is a NEASC accredited school. It has a mixed pool of students that are warm and a friendly and keen to learn. You will find little behavioral issues at this school.

If you believe you have what it takes to be an outstanding Head of KG and Elementary, then apply now to secure an immediate interview.

Get help for , speak to your SeekTeachers consultant about this process.

Minimum Application Requirements

Qualification: Minimum Qualification Requirement: M.Ed, B.Ed or a relevant Bachelor's Degree with a Teaching Qualification Experience: 2 Years Type of Staff: Male or Female can apply to this job Must be western trained (USA, Canada, UK, Scotland, Ireland, Australia, New Zealand & South Africa) Must be a native speaker of English Newly Qualified Teachers are NOT considered Prefer candidates with international experience Open University qualification(s) are NOT accepted Experienced teachers with no qualification are NOT accepted Additional: **Experience of teaching in the Middle East is beneficial to your application **Experience of the USA Curriculum is MANDATORY

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