

Job Description

1. Job Details:

Position Title:	Head of Training - Early Childhood	Division:	Pre-university Education
Reports to:	Director of Professional Development	Department:	Education Development Institute (EDI)

2. Job Purpose:

To design, develop and deliver professional learning and development programmes (PLD) for Early Childhood educators.

3. Job Dimensions: Key facts and figures which give an indication of the scope and scale of the job.

Annual Operating Budget/Project Budget/Sales Revenue:	0		
Number of Staff Supervised:	0	Direct Reports:	0
Contractor/Others:			

4. Key Result Areas:

KEY RESULT AREAS

- Develop the framework and syllabus for the Early Childhood Department.
- Demonstrate leadership by communicating EDI's vision in guiding trainers in implementing the vision within the Early Childhood department.
- Engage actively, in team meetings to improve processes of work.
- Involve all colleagues in departmental development planning.
- Be responsible for the efficient running of his/her department.
- Design and develop PLD programmes, which includes resources, activities and reflection tasks.
- Assist EDI in recruiting trainers for the Early Childhood department.
- Plan PLD events across the academic year.
- Lead academic Committees for the Annual Teaching and Learning conference.
- Chair consultation group meetings with pedagogical leaders of Early Childhood at QF schools.
- Actively research practices of similar organisations to ensure EDI is delivering best practices.
- Suggest partnership with similar PD centres and training institutions.
- Participate in cost monitoring and management of Early Childhood department budget.
- Be accountable to the EDI directorate for all budgeting within the Early Childhood department.
- Improve orientation systems & procedures.
- Assist the Director of Professional Development and oversee the editing of the annual training catalogues and published materials.
- Engage actively, in departmental self-review, in order to review confidently the quality of training on a regular and systemic basis.
- Look for opportunities to improve performance in own scope of work.
- Carry out any other responsibility specifically entrusted by Director of Professional Development.
- Analyse schools' needs by reviewing student results and outcomes and consulting with teachers and school leaders.
- Liaise with teachers/ trainers and other stakeholders to review feedback of PLD programmes.
- Promote and monitor English language learning (ELL) strategies within and across all Q.F school departments.
- Work with QF stakeholders to ensure accurate and relevant information is communicated and coordinated to all participants to ensure the best delivery of Early Childhood PLD programmes.
- Plan and conduct classroom observations to identify needs and provide feedback after training.

- Engage colleagues/QF School teachers to discuss their teaching and the impact that it has on pupils' learning.
- Promote opportunities for professional exchanges within and between schools
- Promote the general purpose and well-being of EDI to the community.

5. Operating Environment, Framework & Boundaries:

- Work in a fairly structured environment where guidelines are clear but procedures are continuing to develop.
- Need to understand stakeholder's and internal staff's & client's issues and be sensitive to their agenda.
- Need to provide direction and work effectively in a multi-national, multi-cultural environment.
- Bring to the attention of the Director of Professional Development, any difficulties which may arise with the Early Childhood training program/team.

6. Communications and Working Relationships:

- Weekly meetings with Director of Professional Development and other Heads of Departments
- Regular meetings with other internal members including Trainers and Teachers.
- Occasional meetings with QF Schools Directors and other Centre Directors.

7. Problem Solving & Complexity:

- Work on complex programme tasks; work with focus on creativity, benchmarked practices and philosophies.
- Tackle a wide range of complex issues and problems.

8. Decision Making Authority & Responsibility:

- Operate independently within department work programmes.
- Has autonomy over scheduling and planning of work within programmes.
- Work reviewed by Director of Professional Development and more significant or complex issues are referred for advice or decision.

9. Knowledge, Skills & Experience:

- Masters Degree in Education/Early Childhood (Doctorate desired) with approx. 10 to 15 years' experience in Teaching &/or Training and Development within a large corporation/organization/school.
- Full understanding of the IB standards.
- Educational experience in relevant context with demonstrated success in content development, instructional design, coaching and people development role; in-depth knowledge of structuring training programs; training and development strategies.
- Well-developed computer skills with excellent knowledge of software.
- Good communication and presentation skills. Proficiency in Arabic is a plus.

10. Approvals:

Statements in this Job Description are intended to reflect, in general, the duties and responsibilities of the position, but are not to be interpreted as totally inclusive.

Approved: Name:	Signature:	Date:
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