



Queen
Elizabeth's
School

DUBAI SPORTS CITY



CANDIDATE BRIEF FOR THE APPOINTMENT OF

Director of Arabic & Islamic Studies



Welcome

Thank you for your interest in joining Queen Elizabeth's School, Dubai Sports City. I am delighted you're exploring the possibility of becoming part of our extraordinary journey.

At Queen Elizabeth's Global Schools, we are doing something truly special. We are building an ambitious and inclusive family of schools inspired by the values and heritage of our founding school, Queen Elizabeth's School, Barnet—one of the UK's most academically distinguished institutions. But while our standards are world-class, our mission is deeply human: to nurture confident, able, and responsible young people, who are ready to shape the world with both intellect and integrity.

We are unapologetically aspirational for every child and every colleague. That means we expect the best—but we also give our best. As part of our team, you'll find yourself surrounded by high-performing, like-minded professionals who support, challenge, and inspire one another every day. You will be empowered to lead, to grow, and to make a genuine impact.

We are proud of the diverse and inclusive communities we are cultivating across our schools, and safeguarding is central to all that we do. This is a place where every individual—regardless of background—is seen, heard, and valued.

If you believe in the power of education to transform lives, and if you are excited by the idea of helping shape something exceptional from the ground up, we warmly invite you to take the next step with us.



Dan Clark
Principal
Queen Elizabeth's School,
Dubai Sports City



The School

At Queen Elizabeth's School, Dubai Sports City, we proudly extend the distinguished legacy of Queen Elizabeth's School, Barnet—one of the United Kingdom's most celebrated academic institutions. Founded on centuries of tradition and intellectual rigour, our branch schools uphold an uncompromising commitment to academic excellence, character formation, and cultural enrichment.

Our vision is to cultivate dynamic, world-class learning environments where the next generation of confident, able and responsible young people are shaped. We challenge our students to think independently, lead with purpose, and embrace a global perspective—all within a community that values tradition, discipline, and innovation.

By blending the timeless values of our founding school with the opportunities of a rapidly evolving world, we ignite curiosity, inspire ambition, and prepare our students to make meaningful contributions to society—as scholars, leaders, and changemakers.





Queen
Elizabeth's
School

DUBAI SPORTS CITY

The Opportunity

Queen Elizabeth's School, Dubai Sports City is seeking a highly experienced, dynamic, and visionary Director of Arabic and Islamic Studies to lead, develop, and manage all aspects of the Arabic and Islamic education programs. This pivotal leadership role requires a deep understanding of the UAE Ministry of Education (MOE) regulations, along with the ability to integrate these requirements seamlessly into the school's broader curriculum framework, which is rooted in academic excellence and international best practices.

The Director will be responsible for setting the strategic direction of Arabic and Islamic education across the school, ensuring that teaching and learning in these subjects are consistently of the highest quality and aligned with the school's ethos. The successful candidate will oversee curriculum planning, instructional delivery, faculty development, student progress tracking, and compliance with regulatory standards.

The Director will play a key role in embedding the UAE's national identity, Islamic values, and Arabic language across all phases of Queen Elizabeth's School, Dubai Sports City while upholding the values and heritage of our founding institution, Queen Elizabeth's School, Barnet, which is renowned for excellence, integrity, and care.

If you are driven by purpose, committed to high standards, and ready to contribute meaningfully to a values-led, forward-thinking educational environment, this is your opportunity to lead with distinction and pride.

The Role

Job Title: **Director of Arabic & Islamic Studies**

Reporting to: **Principal**

Strategic Leadership

- Develop and implement a vision and strategic plan for Arabic and Islamic Studies that aligns with Queen Elizabeth's school, Dubai Sports City's mission and values.
- Ensure full compliance with UAE MOE guidelines, particularly in relation to Arabic and Islamic education requirements.
- Collaborate with the Senior Leadership Team (SLT) to integrate Arabic and Islamic Studies into the school's holistic educational experience.
- Promote the importance of Arabic language and Islamic education within the school community, fostering cultural appreciation among students of all backgrounds.

Curriculum and Academic Excellence

- Oversee the development, implementation, and evaluation of the Arabic and Islamic Studies curriculum for both native and non-native Arabic speakers.
- Ensure the curriculum is challenging, engaging, and meets the academic and cultural needs of all students.
- Monitor teaching standards and ensure consistent high-quality delivery of lessons across all year groups.
- Use data-driven analysis to track and improve student progress and performance in Arabic and Islamic Studies.



Teacher Development and Support

- Lead, mentor, and manage a team of Arabic and Islamic Studies teachers, providing guidance, support, and professional development opportunities.
- Conduct regular classroom observations, providing constructive feedback and promoting best practices in teaching and learning.
- Organise and deliver professional development workshops to enhance the teaching skills and subject knowledge of staff.

Support for Emirati Students and Emirati Culture

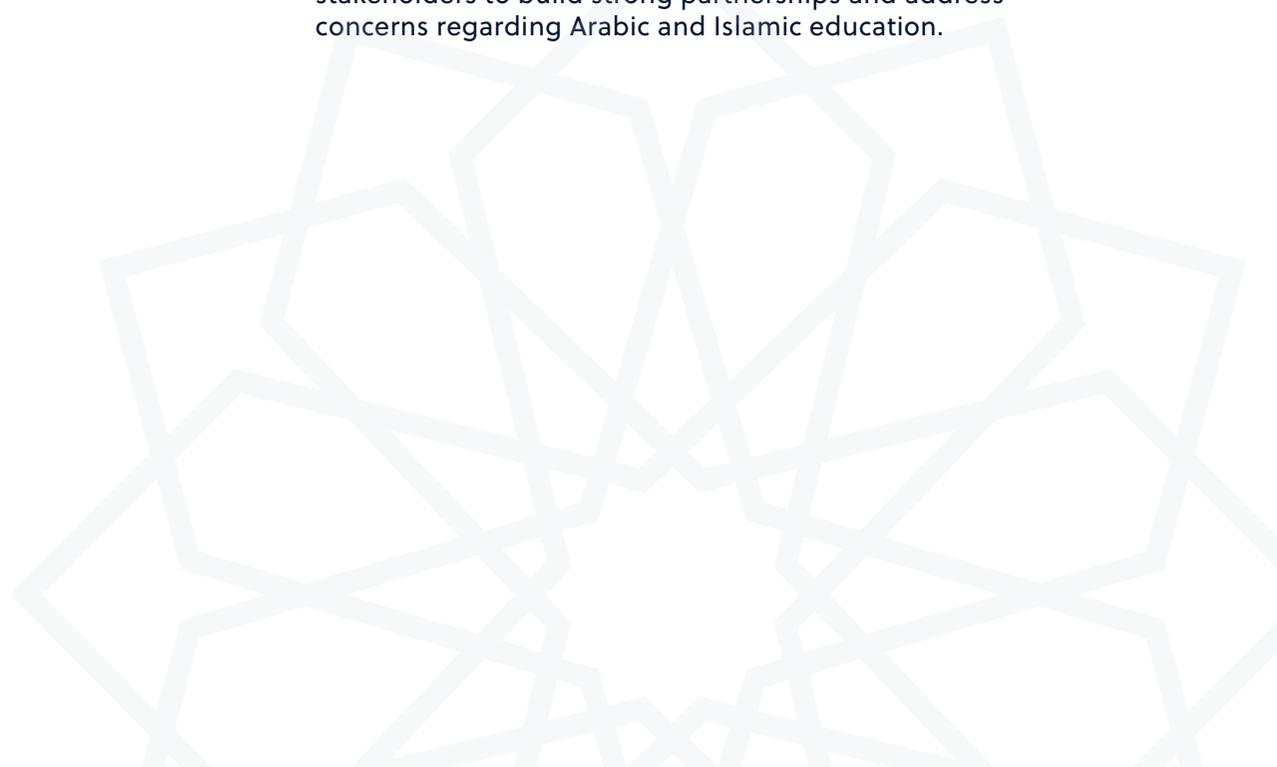
- Lead initiatives to support Emirati students' academic success and cultural identity through focused strategies in Arabic and Islamic Studies.
- Monitor and evaluate Emirati student progress in line with MOE and KHDA expectations, and address gaps through targeted intervention and support.
- Collaborate with the Inclusion and Pastoral teams to design enrichment and mentoring programmes specifically aimed at enhancing the engagement and pride of Emirati students in their language, religion, and heritage.
- Act as the Queen Elizabeth's School, Dubai Sports City's ambassador for promoting and embedding Emirati culture across all aspects of school life – including assemblies, National Day celebrations, Islamic events, Arabic literature initiatives, and heritage weeks.
- Ensure teaching resources and displays reflect the values, traditions, and cultural elements of the UAE.

Student Engagement

- Foster a love for Arabic language and Islamic studies among students through innovative teaching strategies, extracurricular activities, and cultural programs.
- Create opportunities for students to engage in meaningful activities that promote Arabic and Islamic traditions, such as Quran recitation, cultural festivals, and local community partnerships.

Compliance and Administration

- Ensure all MOE documentation, inspections, and audits are completed accurately and on time.
- Maintain accurate records of student attendance, performance, and curriculum implementation.
- Liaise with parents, guardians, and external stakeholders to build strong partnerships and address concerns regarding Arabic and Islamic education.



The Person

Qualifications and Experience

- Bachelor's degree in Arabic Language, Islamic Studies, Education, or a related field (Master's degree preferred).
- Teaching qualification such as a PGCE, QTS, or equivalent.
- 15+ years of experience in teaching Arabic and/or Islamic Studies, preferably in a British or international school setting.
- Proven track record of leadership in an educational environment, with experience managing teachers and curriculum development.
- In-depth knowledge of UAE MOE requirements for Arabic and Islamic Studies.

Personal Qualities

- A passion for Arabic language and Islamic Studies, with a commitment to preserving and promoting cultural heritage.
- The ability to balance traditional values with innovative teaching methods to engage students effectively.
- Highly organised and detail-oriented, with the ability to manage multiple priorities.

The Package

We believe that outstanding educators deserve outstanding support. Our compensation and benefits package reflect our deep commitment to attracting and retaining exceptional colleagues who share our ambition and values. Subject to individual status, our package includes:

Salary We offer a generous salary aligned to our internal salary scale, which is based on qualifications and experience. This scale is reviewed annually by the Governing Body to ensure it remains competitive with leading international schools. The salary reflects our expectation that staff contribute fully to the co-curricular, pastoral, and house life of the school. A strong commitment to holistic education is at the heart of our professional culture.

Accommodation A housing allowance is provided to support a high standard of living.

Relocation Support For international hires, flights are covered for the employee and eligible dependents. A relocation/shipping allowance is included to ease the transition.

Annual Airfare Annual return airfare is provided for international employees and eligible dependents.

Medical Insurance Comprehensive medical insurance is provided for the employee and dependents (where applicable).

School Fee Remission Subsidised education for up to two children attending Queen Elizabeth's School, Dubai Sports City.

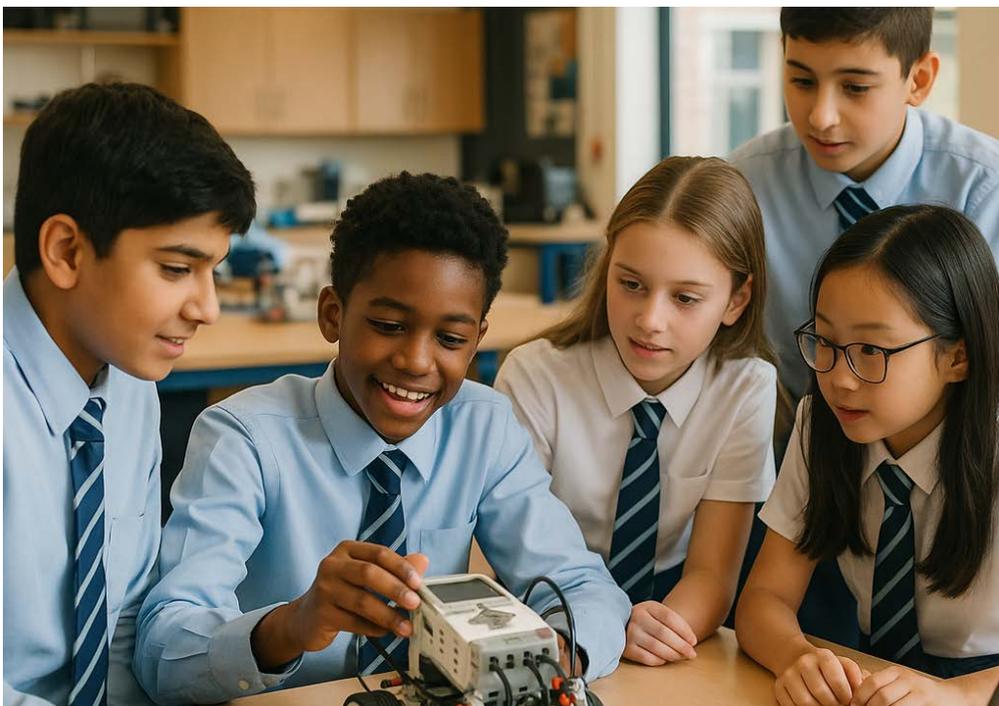
Gratuity End-of-service gratuity provided in accordance with local Labour Law.

Professional Development A dedicated Professional Development Fund is available to support continuous growth through courses, certifications, or attendance at leading educational conferences.

Discretionary End-of-Contract Bonus A discretionary bonus may be awarded upon completion of the contract, in recognition of performance and contribution to school life.

Wellbeing & Staff Culture A calendar of staff wellbeing and enrichment activities, focused on balance and connection. A supportive, inclusive environment where all colleagues are valued, inspired, and empowered.





The Process

Applications should be submitted electronically via the TES platform. Please ensure that all required documents are uploaded as part of your application.

Shortlisted candidates will be invited to a two-stage interview process:

First stage: Panel interview with school leadership team.

Second stage: Candidates will be asked to present their vision for delivering an outstanding Whole School Arabic & Islamic education to nurture confident, able, and responsible young people, in alignment with the mission of Queen Elizabeth's Global Schools.

Queen Elizabeth's Global Schools are an equal opportunities employer and is deeply committed to safeguarding our students, ensuring their safety and wellbeing. We expect all staff and members of our community to share this commitment and to promptly report any concerns about a student's or community member's safety or wellbeing. Applicants must be willing to undergo rigorous child protection screening, including checks with past employers and providing Police Clearance Certificates from all countries that the applicant has resided in.

Opening and operations are subject to the completion of the building and final approval from KHDA.



Queen
Elizabeth's
School

DUBAI SPORTS CITY

*Some images within this document have been generated using Artificial Intelligence (AI).