



NAKHLAH
Educational House For Islamic Grooming

Job Title: Head of Education

Roles and Responsibilities

1. Planning, developing and administering educational program of the institution.
2. Planning and coordinating educational policies for specific subject area or grade level.
3. Directing research activities concerned with educational programs in school system.
4. Developing tests to measure effectiveness of curriculum.
5. Identifying the needs and developing techniques to enhance Islamic integration in teaching style.
6. Conducting research into areas, such as teaching methods and techniques.
7. Preparing schedules of classes and rough drafts of course content to determine number and background of teachers needed.
8. Assisting teachers in preparation of course descriptions and informational materials.
9. Developing training program for teachers and Islamic grooming of teachers through motivation.
10. Guiding Principal in his/her routine matters.
11. All other tasks as assigned by management.

Knowledge and Skills Requirement

1. Positive attitude and good interpersonal skills
2. Good leadership skills
3. Good team building skills
4. Good skills in Microsoft Office, internet and reporting skills
5. Good time management and organizational skills
6. Good multitasking skills
7. Good delegating skills
8. Good research skills

Experience

Overall 15 years of experience and 5 years of heading educational institution

Educational Qualification

Preferably PhD, M.Phil in Education
Minimum MA in Education