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| **Job Title** | Programme Leader (Leadership Training Programme) | |
| **Role reports to** | PD Manager |
| **Location** | **Riyadh, Kingdom of Saudi Arabia** | |
| **Department** | Partnership for Education | |
| **Open to** | Residents of Saudi Arabia with the legal right to work, visa transfers are possible | |

**DRS** is looking for **Programme Leaders** who will be responsible for delivering new training programmes for aspiring school leaders on behalf of the **leading academic publisher and assessment organization** based full-time in a training academy in Riyadh. Programme Leaders will lead the day-to-day teaching, assessment, academic tutoring, and administration of the new training programmes.

We are looking for experienced trainers committed to educational quality and creating a positive learning environment that supports academic success.

**KEY ACCOUNTABILITIES**

**Programme leadership**

* Represent the organization in the delivery of the Leadership training programme at the Education Leaders Academy.

**Teaching, learning, and assessment**

* Deliver high-quality teaching on agreed programmes to enable effective learning.
* Provide effective monitoring and assessment of trainees' progress according to agreed schedules, frameworks, and standards.

**Academic tutor**

* Act as an academic tutor to support trainees in successfully meeting programme requirements, including assessment requirements.

**Administration and communication**

* Be the main point of contact for the programme.
* Maintain regular contact with the organization to manage any issues and risks to successful delivery.
* Provide regular reporting on programme implementation.
* Maintain and provide records of trainees' participation and progress.
* Provide feedback on programme resources as requested to contribute to quality improvement.

**Professional development**

* Continue to develop your professional knowledge and practice.

**What is the major impact of this role on the business?**

This role is crucial to the delivery of the programme at the Leadership Academy to ensure the successful implementation of the assigned pathways, ensuring training programmes meet the required quality standards and trainees achieve academic success in a supportive learning environment.

**Decisions and Recommendations**

* Decisions around day-to-day course implementation
* Risk management escalating where appropriate the PD Manager

**CORE COMPETENCIES:**

**Essential skill(s) & experience**

* Bachelor's degree
* Postgraduate qualification in a relevant area (e.g., NPQH or equivalent and/or Master and/or PhD)
* Teaching qualification
* Minimum 5 years of teaching experience in a school (in Saudia Arabia and/or the Middle East desirable)
* Minimum 5 years of school leadership experience (in Saudia Arabia and/or the Middle East desirable)
* Minimum 2 years of experience delivering leadership programmes for school leaders
* Experience in supporting and evaluating teachers/trainers
* Experience in coaching and mentoring
* Experience in maintaining records and reporting
* High degree of flexibility and adaptability
* Excellent verbal and written communication skills in English
* Excellent verbal and written communication skills in Arabic (highly desirable)
* Knowledge of pedagogy
* Knowledge of training principles
* Knowledge of leadership theories and practices
* Knowledge of MS Office and online teaching tools

**Key competencies (organizational values)**

* Able to make and maintain positive professional relationships at all levels
* High level of autonomy and ownership of work
* Decisive, clear, and engaging
* Collaborative and considerate
* Flexible and adaptable
* Committed to own professional development

**Key competencies (functional)**

* Time management and prioritization
* Excellent inter-cultural awareness
* People management, including coaching skills
* IT skills (including learning management systems)

**Key competencies (leadership)**

* Achieving – being responsive, decisive, and accountable to further our mission
* Inspiring – role models optimism, motivation, authenticity
* Inclusive – curious, open-minded, and ready to learn from others
* Trusted & trusting – enables individuals, teams, and organizations to collaborate with integrity
* Confidence with humility – has confidence in her/his abilities, with the willingness to learn and adapt