|  |  |
| --- | --- |
| **Job Title**  | Programme Leader (Leadership Training Programme) |
| **Role reports to** | Director of Studies |
| **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 a **Programme Leader** who will be responsible for delivering bespoke training programmes for aspiring school leaders on behalf of the **leading academic publisher and assessment organisation** based full-time in a training institute in Riyadh. The Programme Leader will lead the day-to-day teaching, assessment, academic tutoring, and administration of the new training programmes.

We are looking for an experienced trainer who is an expert in the field of K12 leadership, committed to educational quality, and creating a positive learning environment that supports academic success.

**Key Accountabilities**

**Provide leadership across the programme and as technical expert**

* Represent our client in the delivery of the professional development training programme at the Education Leaders Institute.
* As expert leader of training, provide guidance to client staff regarding the programme content.
* Engage as subject matter expert with schools’ senior leadership team.

**Manage successful implementation of high-quality teaching, learning, and assessment**

* Deliver high-quality teaching of programme to enable effective learning, contextualising the course and delivery to each cohort and adding content and activities as required on a weekly basis whilst ensuring the programme is completed in the budgeted timelines
* Provide effective monitoring and assessment of trainees’ progress according to agreed schedules, frameworks, and standards.
* Contribute to the ongoing evolving design and review of the assessment tools.
* Monitor the weekly improvements and changes to course resources throughout the course delivery, make decisions on amendments, and update the master resources with revisions for future cohorts and for handover to the client as a key contract deliverable.
* Maintain a focus on continuous improvement across all aspects of the programme.

**Act as academic tutor**

* Act as an academic tutor to support trainees in successfully meeting programme requirements, including assessment requirements.
* Provide professional development feedback to trainees to support their individual development and professional learning journeys.
* Provide support to trainees to ensure that the assessment tools are accessible and individual support as a critical friend regarding portfolio production.

**Support clear communication and stakeholder management**

* Be the main point of contact for the client regarding the programme delivery.
* Work with our partner’s team and the client team to identify and manage any issues and risks to successful delivery.
* Work closely with local partner in the course delivery, collaborate on any changes to content and approach.
* Liaise with the Director of Studies to discuss the progress of programme implementation and propose any adjustments required.
* Understand the client organisation and stakeholders to provide advice to the team regarding stakeholder management.

**Manage own professional development**

* Continue to develop own professional knowledge and practice.

**Key Relationships (Internal and External)**

* Director of Studies
* PD Manager
* Country Manager
* Head of Professional Development Services
* Programme management team
* Course participants
* Local partner staff
* Client staff, including up to Director level

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

This role is crucial to the delivery of the programme at the Leadership Institute 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. The role provides the face of the organization to the client and alongside delivering the programme, must sensitively manage critical relationships directly with the client and with our local partner.

**Decisions and Recommendations**

* Decisions around day-to-day course implementation, including adjustments to content, activities, and assessment
* Decisions on the amendments to the master set of course resources
* Identify, address, and resolve issues escalating where appropriate to the Director of Studies
* Recommending improvements for future cycles of delivery
* Recommendations regarding stakeholder management

**Essential Knowledge:**

* Knowledge of pedagogy;
* Knowledge of training principles;
* Knowledge of leadership theories and practices;
* Knowledge of MS Office and online teaching tools;
* Knowledge of English;
* Knowledge of Arabic (highly desirable).

**Essential Skill(s) and 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 of supporting and evaluating teachers/trainers;
* Experience of coaching and mentoring;
* Experience of 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).

**Key Competencies (Organisational 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 prioritisation;
* 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 organisations to collaborate with integrity;
* Confidence with humility – has confidence in her/his abilities, with the willingness to learn and adapt.

*The updated CVs in English should be submitted to****d.uzunashvili@developmentaid.org*** *under the title***DRS 11719 *Programme Leader (Leadership Training Programme), KSA.*** *Due to the high number of applications received, we can only reply to shortlisted candidates. Please note that the above requirements can be modified during the recruitment process according to the client's procedures.*