



المدرسة العالمية المتحدة
GLOBAL UNITED SCHOOL GUS

STAFF HANDBOOK

2023-2024

ADOPTED: December 7th, 2017
REVISED: December 25th, 2018,
November 20, 2022
Dec 21, 2022



GUS



OUR MISSION

Our mission is to develop young people with active and creative minds, a sense of understanding and compassion for others, and the courage to act on their beliefs. We stress the total development of each child: intellectual, social, emotional, and physical. We value intercultural understanding and international mindedness. We adhere to the philosophy and pedagogy of the International Baccalaureate programmes.

OUR VISION

- to equip our children to deal with the rapid pace of change taking place in the Iraqi society and to be able to cope with the violence and repression that has existed in Iraqi society since their grandparents' generation
- to instill in our children a culture of peace, tolerance and respect for others while understanding that we can all benefit from each other while maintaining our own principles, beliefs and values
- to help our children gain a better understanding of their own identity and principles and to be able to engage with others in a constructive way to aid in their own intellectual and personal development
- to give this generation of youth the knowledge, skills and attitudes necessary to help our society overcome the many challenges we face and to create a better society
- to help create a generation of young people who are proud of their ancient civilization which played such an important role in this world with the first laws and norms that respect the individual and personal freedoms

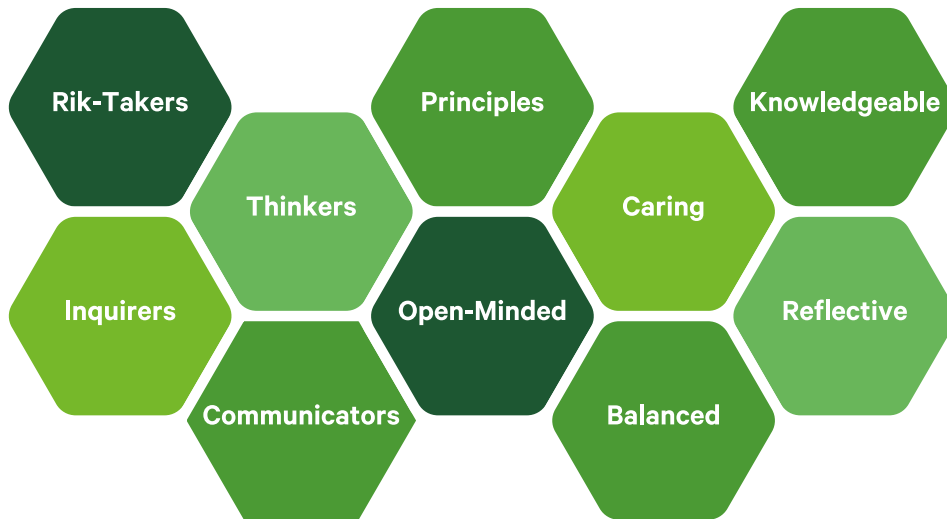
The IB Learner Profile

The IB Learner Profile describes the personal characteristic traits (attributes) that everyone in our school community demonstrates in order to achieve the goals of the mission statements.

The IB Learner Profile attributes define us. All decisions at GUS should be made through the lens of the Learner Profile attributes. How we work together, how we support one another, how we interact with one another, how we promote teaching and learning, how we build a strong learning community depend on all of us doing our best to develop these 10 attributes.

LEARNER PROFILES

Qualities that we strive for all learners to develop.



Leadership at GUS

The Board

The Board consists of the three owners: Dr. Abdulhusein, Miss Wasan and Miss Sara and the Head of School (Mr. Michael). The board meets regularly to review the performance of the school.

The Head of School

The Head of School, Mr. Michael Hawkins, is appointed by the board. The Head is accountable to the board for all decisions regarding the management of the school.

The Head is also responsible for writing and implementing the strategic plan for the school.

The Head is accountable to the International Baccalaureate organization for the proper implementation of the IB programmes which are authorized at the school.

The Head is responsible for the health and safety for all children and staff on school premises.

The Administrative Assistants

Dr. Ali - Administrative Assistant (Operations/Manager). He reports directly to the Head of School. The main role of Dr. Ali is to manage the non-academic staff (support staff: see below), the school facility and day-to-day management of the school and ensure the safety of the children.

Administrative Assistant (Teaching and Learning) is Mr. Bassam. Mr Bassam's main role is to support the work of the two programme coordinators.

Administrative Assistant (Ministry) is Mr Hamdan. Mr. Hamdan's role is to ensure good communications between the school and the Ministry and to advise the Head of any ministerial issues which may concern the school.

Programme coordinators

GUS has two IB programme coordinators: Miss Reem is our Middle Year Programme Coordinator (MYPC) and Miss Amna is our Primary Year Programme Coordinator (PYPC)

There are 4 main roles for the programme coordinators:

- to ensure that the school continues to meet the requirements of the programme
- two, to be the point of contact between the IB and the school
- to support the teachers in the implementation of the programme
- to inform the Head of any issues regarding the implementation of the programmes

Support Staff

The work of the teachers is further supported by our support staff. The support staff is managed by Miss Yasmeen

- Manager: Dr. Ali
- Guard: Mr Amir
- Finances: Mr. Fahad
- Doctor: Dr. Ali
- Nanny: Rabbab (for KG)
- Cafeteria: Mr. Ukashad, Miss Sarah
- Cleaners: Miss Thuria, Mr. xxx
- Secretary: Ms.Warda

The GUS Parent Association (PA)

The goal of the GUS Parent Teacher Association will be to create a strong partnership between parents and the School.

Membership in the GUS Parent Teacher Association is open to all parents on a voluntary basis. Its aim is to foster a positive working relationship and a strong partnership between parents and the School.

The GUS PA believes that parents are an important part of the school community and that we all share one common goal: to ensure that our children get the best education.

The PTA will meet monthly. The Head coordinates the activities of the PTA

Academic Programmes at GUS

Primary Year Programme (PYP)

The IB Primary Years Programme (PYP) is for children aged 3 - 12. At GUS the PYP has been authorized by the International Baccalaureate since May 2019.

GUS is now in the evaluation stage of PYP. The evaluation process involves 4 stages:

1. February- December, 2023 we complete our **self-study**.
2. September, 2023 submission of our curriculum for the **preliminary review**
3. January 14-15, 2024 the **evaluation visit**
4. March, 2024, we will receive the official **report** from the IB

MYP

The International Baccalaureate Middle Years Programme (MYP) is for students aged 11- 16. GUS is a candidate school in the authorization process for the MYP. The authorization process is in 5 stages:

1. January, 2023 **application for candidacy**.
2. Candidacy period- from March 2023 to March 2024.
3. May, 2023- **application for authorization**
4. October, 2024 the **verification visit**
5. December 2024- **the report and authorization certificate**

Arabic Education

The IB system believes very strongly that supporting the student's home language is an important factor for success. Research shows that development of one's home language (Arabic) supports development in the student's additional language (English). For this reason, GUS places great importance on Arabic language development. In addition to this, GUS takes care to follow all Iraqi Ministry of Education guidelines for the teaching of Arabic.

From KG to grade 5 (PYP) all students take Arabic following the Iraqi Ministry guidelines and using Iraqi Ministry textbooks. In KG students have 5 lessons per week, in grade 1 they have 9 lessons per week and grades 2 to 5, 7 lessons per week.

In MYP (grades 6-9) students follow the Arabic Language and Literature course using Iraqi Ministry textbooks. Assessment follows MYP guidelines.

Arabic instruction includes the memorization of classical Arabic poems (including melody if possible), focusing on Arabic calligraphy and organizing book and reading competitions.

Islamic Studies

All students at GUS take Islamic Studies for 1 lesson per week. Students focus on memorizing the surahs of the Noble Qur'an in c. Students are introduced to the person of the Messenger, may God bless him and grant him peace and his great moral qualities and educate our students about noble values. We strive to educate our students about divine blessings and how to benefit from them in our lives

Communication

Communication with parents

Open communication based on understanding and respect is one characteristic of an IB school. The Head of School strongly supports open and honest communication. However, it is the responsibility of all stakeholders to ensure that information is communicated in a fair and factual way to avoid miscommunication.

In the PYP (KG to grade 5) teachers are encouraged to communicate directly with the parents using Google Classroom and Seesaw.

In MYP (grades 6-8) subject teachers should communicate with students using Google Classroom and with parents via the Advisor.

Parents can always contact the coordinator directly or schedule an appointment at the school. Important school information (short notices) will be communicated to families by WhatsApp texts. These text messages are organized through Miss Warda.

Parents will receive regular communication via email messages..

Lines of communication

Lines of communication are designed to reduce misunderstandings and to ensure that issues are dealt with in a fair and consistent manner.

The usual line of communication for students is the class teacher in the PYP and the Advisor in the MYP. Students also are encouraged to make use of his classroom representative to have his voice heard. Students are always able to make an appointment to have a private meeting with the Coordinator or the Head.

The usual line of communication for a teacher is either to speak directly to a colleague (if the issue involves the colleague) or to one of the Administrative Assistants. On rare occasions the teacher may feel it necessary to schedule a meeting with the Head of School.

Teachers are strongly discouraged to share their personal telephone numbers with parents.

Student Council

The School Student Council provides a forum for discussion, encouraging the student body to be involved in decision-making processes and the organization of various events, while also providing an opportunity for representatives to raise issues with the management of the School. It is made up of democratically elected representatives from Grades 4 to 9. Each grade elects two representatives with candidates having the opportunity to explain to their peers why they want to be on the Student Council. The Council holds monthly meetings with the Head of School. Elected representatives are expected to take their responsibility seriously, and in return, their views will be valued, respected and taken into consideration when planning for the future of the Lower School. The Student Council is coordinated by Mr. Ali. Elections for council representatives will be held at the beginning of each term.

Meetings for teachers

Collaborative Planning (CP)

Regular CP meetings occur during the school day and appear on each teacher's schedule. These meetings are critical for the successful implementation and development of the programmes and active engagement in these meetings is expected.

Staff meetings

There will be a weekly whole school staff meeting with the Head of School after school.

Working group meetings

Other meetings will be scheduled after school between 2:45 and 3:30 to facilitate the development of the curriculum, for professional development, for standardization of assessment or for any issue which may come up.

Meetings with parents

From time-to-time, parents may request a meeting with a teacher. These meetings should be scheduled between 2:30 and 4 pm. Parents should give you at least one day's advance notice. These meetings may not be scheduled on a day if there is already another planned meeting.

All meetings called by the administration are compulsory. Teachers are expected to be available until 3:30 each day. If for any reason you cannot attend a meeting, speak to Miss Yasmeen. These meetings are contractual and any absence will result in a financial penalty.

School Day Timings

The school day is from 8:00 am until 3:30 pm. Teachers are required to be at school no later than 7:45 am. Classroom and homeroom teachers are expected to be in their classrooms by 7:45 to greet students.

Timings	PYP	MYP
7:45- 08:00		class teachers and students prepare in class, attendance
08:00- 08:45		lesson 1
08:45- 09:15		lesson 2
09:15- 10:00		breakfast
10:00- 10:45		lesson 3
10:45- 11:30		lesson 4
11:30- 12:15		lunch
12:15- 13:00		lesson 5
13:00- 13:45		lesson 6
13:45- 14:30		lesson 7
14:30- 14:45		return to homeroom, cleanup, dismissal

School Calendar

The school calendar was developed collaboratively and took into consideration a number of factors. [Link to calendar](#)

The calendar has:

- 3 terms (fall term, winter term and spring term)
- each term has approximately 12 weeks
- at the end of each term there is scheduled an end-of -term report which gives grades and teacher (and advisor) comments
- the end of term 1 reports include a 3-way conference (Student-Parent-Teacher)
- the end of term 2 includes a student-led conference
- the end of term 3 does not include a parent-teacher conference unless requested by the parent (or teacher)
- on days when conferences are scheduled, students will have early dismissal

- the aim is to have 180 teaching days (the international standard)

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Timetable

Each class and teacher has an individual timetable. Timetables are not changed during the semester unless there is a compelling need (staff changes). The timetable is created using an application called ASC timetables. This application creates the “best fit” by considering many criteria.

Leaving during school day

Teachers may not leave the school during working hours (7:45 am – 2:45 pm). In cases of emergency, Miss Yasmeen may give permission. Absences without permission may result in a salary deduction and/or warning letter.

Supervision

Students must be supervised at all times. It is our collective responsibility to look after the health and safety of our students. Under no circumstances will a teacher leave a class unsupervised. Failure to follow this rule will result in termination of the teacher's contract. The Administrative Assistant Operations, Miss Yasmeen, publishes a supervision schedule. Teachers have the responsibility to be on time for their supervision duties. If for any reason a teacher knows that he/she will be late or absent for supervision, he/she must ensure that a colleague will take his/her place and that Miss Yasmeen is informed. Teachers must not be distracted while they are on supervision. Using the mobile phone is not allowed.

Student Attendance

All students (and teachers) are expected to be regular and punctual in attendance. Regular school attendance and being on time to school and each class is important for the academic development of the students. Excessive or unexcused absence from school is harmful to such development. Parents have a legal duty to ensure that their children attend School unless absence is due to illness or other unavoidable cause.

Classroom teachers (PYP) and homeroom teachers (MYP) take attendance during the first lesson by the online platform: <https://www.myattendancetracker.com>

If a student is absent for three days the parents will be contacted. Miss Yasmeen will complete a monthly attendance report for Mr. Michael.

If a student misses more than 26 days he may be held back from progressing to the following year according to Iraqi Ministry of Education guidelines.

Field Trips

Educational excursions and activities which extend the classroom enrich the learning experience. As we recognize the very important role that these activities play in enhancing the curriculum and since the financing for these trips is included in the school tuitions, all students are expected to participate in the same way that we expect all students to attend lessons in the classroom.

As a general rule, students should wear school uniforms for day trips (unless informed otherwise).

Teachers are required to complete all necessary documentation such as the risk assessment, permission from the coordinator and school manager (Miss Yasmeen), and transportation request at least 1 week in advance

Electronic Devices

Laptops and tablets

The personal use of laptops and tablets in class is allowed as long as they are used responsibly. Teachers must carefully monitor the proper use of all technology in the class.

Mobile Telephones

Students are not permitted to use personal mobile phones during the school day. Students who urgently need to contact their parents should go to the office and request the use of a school telephone. Mobile phones are kept by Miss Yasmeen in her office during the school day.

Teachers are strongly discouraged from using mobile telephones during the class and never during supervision- the only exception being in the case of emergencies.

Social media

Teachers may not invite students to their personal social media sites. Teachers represent the school and at all times must maintain professionalism on social media.

It is the responsibility of all teachers to engage students in issues regarding the responsible use of social media such as screen time, inappropriate content, privacy, cyber bullying, etc.

Reporting and Assessment

Assessment is an important part of continually improving our programs (PYP and MYP) at GUS and is integral with planning, teaching, and learning. We believe that a range of assessment strategies are necessary to evaluate student performance, to inform future teaching and plan for further student learning. The curriculum we teach and the tools we use to assess student performance and understanding emphasize important principles of international education as prescribed by the International Baccalaureate. These principles

include the development of inquiring, knowledgeable and caring young people who create a better and more peaceful world through intercultural understanding and respect. More detailed information about assessment can be found in the GUS Assessment Policy

Reporting Student Progress

Parents receive 2 reports during the year according to the following schedule:

- November 30th, end-of-term report, Three-Way conference
- March 7th, end-of-term report, Student-led conference

3- way Student- Parent-Teacher Conferences

The School feels that open communication with parents is part of the educational process and Parent-Teacher-Student conferences can be scheduled at any time throughout the year by contacting the Main Office. Office staff will make arrangements for parents to speak with the teachers.

There are 2 scheduled conferences planned for the 2023-2024 school year according to the following schedule:

3-Way conference- **Thursday, November 30th**

Student-led Conferences

Student Led Conferences provide an opportunity for students to share their learning and progression with their parents or guardians. They enable the students to take pride and ownership in their learning and provide them with opportunities to reflect on their work, skills and overall progress. Before the conference students reflect on their learning and, together with their advisors and teachers, identify their academic and social strengths as well as areas that they need to address and/or improve. They will then present this to their guardians.

An important part of the conference at the Lower School level is the Student Portfolio, which is compiled by the student (with teacher support). During the conference students share their portfolios with their guardians. This will include an explanation of their strengths and areas to be improved.

It is important to appreciate that whatever a child chooses to share with his/her parent/guardian is an indication of the student's overall progress that is taking place in the classroom at that time and does not represent a whole year's learning in a particular area.

Student-led conference- **Thursday, March 7th**

Student Awards

There are many ways GUS recognizes student achievement, effort, and contribution throughout the year including the following:

The Learner Profile Award

These are given to students at regular intervals (during assemblies) who model the attributes of the IB Learner Profile. These awards are determined by the programme coordinators with the support of the classroom teachers.

Outstanding Achievement and Outstanding Improvement Awards

Each June, the school presents awards for Outstanding Achievement and Outstanding Improvement in different subject areas in the PYP and MYP

The Director's Award

This is the award presented to the student in the uppermost class (2023-2024 Grade 9) who most exemplifies commitment to the school mission.

Special Events

During the school year a number of events are celebrated to highlight important events and to increase fun and a sense of community at GUS.

EVENT	DETAILS	DATE
Sports Day		
Celebration of the Arts		
Science Fair		
Arabic Language Day		December 18th
English Language Day		April 23 rd
United Nation Days	World Children's Day Teacher's Day (Iraq) International Woman's Day Mother Earth Day	Nov. 20/24 February 29 March 5 th April 21 st

Good Food Programme

Part of the GUS mission is to promote a healthy lifestyle. GUS does not encourage students to eat crisps, chocolate, sugary drinks and other "junk food". Teachers should discourage students from bringing such food to school. Teachers are expected to discuss these issues with their students in order to promote a healthy lifestyle. All students will eat lunch in the cafeteria- even students who bring their own food. The school cafeteria serves a daily healthy breakfast and lunch. Students are also taught proper etiquette and table manners during this time.

Staff Absences and cover

Cover for all staff absences are internally managed by Miss Yasmeen. Please inform Miss Yasmeen the night before or before 7 am latest if you know that you will be absent for any reason.

Permission Days

Permission days are meant to enable teachers to manage their lives effectively. They are meant to be used only in emergencies and when an alternate time cannot be found. They are not to be considered as entitlements. These days are given at the discretion of Miss Yasmeen. Teachers may ask to get 3 permission days a year. Other than that, the deduction is 50\$ with no exception. If a teacher is absent without permission the teacher gets a warning letter and will have his/her salary deducted.

Sick Days

If you are absent due to illness for more than 3 days, an official medical note from your doctor is required. This needs to be sent to school within 48 hours from issue or brought in upon your return. You will only be paid for days of absence that are covered by a doctor's medical note. When a staff member is ill, he/she should call or text Miss Yasmeen the evening before or not later than 7:00 to inform her of your absence.

The school arranges for internal substitutes to cover your lessons. If you are absent for more than a day, it is essential that you let us know as soon as possible how long you will be away from work so that proper arrangements can be made to cover your classes.

It is **always** the expectation that teachers will provide lesson plans and any necessary materials for the cover teacher so that Teaching and Learning is not interrupted.

Continued Absences

In the case where an employee or teacher is absent for 5 days, the employee or teacher will be given a warning by the school to return to work.

If the employee or teacher does not respond, we will send him officially warning from the Court and he must pay the fine according to the agreement in the contract with the school

Birthday Celebrations

Students are permitted to share their birthdays with their classmates. Parents may provide refreshments, a cake and drinks, and should be sent to the Main Office at the beginning of the day and will be delivered to the class. Invitations should not be sent for classroom parties.

Extra-curricular activities

In the 2023-2024 school year, students will be encouraged to participate in the variety of extra-curricular activities. Extra-curricular activities foster creativity, team-building and openmindedness. Extra-curricular activities may be free of charge and school sponsored or they may carry a price if they are outsourced by the school. Anyone can suggest to the coordinator and administrative Head ideas for extra-curricular activities. GUS plans on "soft starting" an extra-curricular programme September 2023

Learning Center/ Library

During 2023-2024, the Learning Center will be in the development stage.

Photocopying

Photocopying worksheets must be done with discretion. Always consider whether or not students can share 1 copy (from the board or per table) and write the questions into their notebooks. As much as possible teachers are discouraged from copying large amounts of paper.

Permission to photocopy and print materials must be given by the respective coordinator

Staff Dress Code

Staff are expected to dress in a manner which reflects the dignity of their profession, suitably attired in a professional manner, presenting an appropriate image to the community and role models for students.

All members of staff are required to dress in neat, clean clothes which set a good model for students.

In the case of field trips and excursions teachers should dress in a manner which suits the nature of the activity.

More formal dress is expected at events such as Parent/Teacher/Student Conferences, school photograph sessions and promotion and graduation ceremonies.

Room care expectations

In order to keep our school in good condition and to teach our students responsibility for their belongings, it is expected that each teacher and class will assume responsibility for the following:

- displaying materials only on surfaces meant for display purposes.
- picking up items left on the floor to facilitate cleaning
- keeping desks and centers neat and organized
- placing chairs neatly under desks at the end of each school day
- leaving rooms clean and tidy at the end of each school day
- not leaving students unsupervised in rooms during breaks

Teacher records

The school maintains a file on each teacher in which is included his or her professional and work-related documents, including the following:

- Copy of the school contract
- Letters documenting the experience they claim
- Copies of all diplomas and/or certificates
- Documentation of in-service activities
- General correspondence or items particular to the person

Teachers may have access to their files by setting an appointment with the Administrative Head.

Teacher Appraisal

It is important for all teachers to demonstrate a commitment to lifelong learning and to demonstrate growth as a teacher. GUS has developed an appraisal policy which we will implement this school year. Details about this policy can be found [here](#)

Important dates for teachers

MONTH	EVENT	DETAILS
AUGUST	27-31 induction	
SEPTEMBER	9- staff meeting from 10 until 3 10- students start (first day term 1)	teachers will have time to prepare classrooms
	27- holiday (Prophet's birthday)	
OCTOBER		
NOVEMBER	30- last day term 1, 3-way conference	students dismissed early, parent meetings until 4
DECEMBER	3- first day term 2 24- 4 Winter Break 3-4 professional development (teachers)	
JANUARY		
FEBRUARY		
MARCH	7- last day term 2, Student-led conferences 10-21- spring break 24- first day term 3 31 Easter holiday	students dismissed early, parent meetings until 4
APRIL	10-11- Eid holiday	
MAY	1- Worker's Day 2- PD for teachers	
JUNE	20- last day term 3 23-27 exam week 27 reports sent home	

Job Descriptions

Head

Name: Michael Hawkins

Reports to: Owners

Supervises: all staff

Job Goals:

- To enable, empower and energize all aspects of the programmes to all stakeholders
Articulates the vision and mission
- Long term planning for sustainability and growth
- Establish goals and expectations, creates and approves staff handbook
- Strategic resourcing
- Oversight of the planning, coordinating and evaluating of teaching and learning
- Promoting and participating in teacher learning and development
- Ensuring an orderly and supportive environment
- Protecting time for teaching and learning
- Staff recruitment
- Promote a school culture which is based on the IB learner profile attributes
- Promote open communication based on understanding and respect
- Ensure that conflict is addressed promptly and effectively
- Lead the development and implementation of effective school operational systems
- Ensure that communications with students, parents and staff are positive and consistent with school wide expectations
- Lead aspects of the IB authorization and evaluation processes
- Legally responsible to the Ministry for all aspects of the management of the school and safety of the children
- Accountable to the IB organization for compliance with IB Rules and Regulations related to IB World Schools
- Accountable to the IB for the continued development of all practices in the IB Standards and Practices for each programme

Evaluation: performance goals and expectations as established by the owner and assessed monthly

Administrative Assistant (Academic)

Name: Mr. Bassam

Reports to: Head of School

Supervises: All teaching staff

Job Goals:

- To implement the vision and Strategic Plan as established by the Head
- To demonstrate growth in the seven key areas of responsibility described below **Instructional Leadership**
 - Ensures that the focus is on teaching and learning.
 - Facilitates collaborative decision-making.
 - Promotes best practices in the classroom.

School Climate

- Strives to cultivate a positive, engaging, and balanced learning environment.
- Sets clear expectations, mutual respect, concern, and empathy.
- Listens and responds to the concerns of the school community.

Human Resource Leadership

- Supports orientation and mentoring processes to assist all new personnel.
- Implements the teacher appraisal process.

Organizational Management

- Demonstrates and communicates understanding of school policies.

- Identifies, plans and resolves organizational, operational and resource-related issues in a timely, consistent, and effective manner.

Communication

- Solicits and values student and staff input to promote effective decision-making.

Professionalism

- Models and promotes the IB Learner Profile.
- Models professional behavior.
- Participates in professional growth opportunities and applies knowledge and skills to positively improve school effectiveness.

Student Progress

- Collaborates with teachers and staff to monitor student progress.
- Assumes responsibility for and emphasizes the accomplishment of student learning goals on an on-going basis (e.g., faculty meetings, team/department meetings, professional development activities, student-parent conferences, assemblies, positive interactions).
- Provides evidence that students are meeting learning goals.

Evaluation as per *Principal Appraisal Policy*

Administrative Head (Manager School Operations)

Name: Miss Yasmeeen

Reports to: Head of School

Supervises: all staff (academic and non-academic)

Job Goals:

- To adhere to a school climate based on respect
- To ensure a safe learning environment
works to ensure the smooth day-to-day operation of the school

Roles and Responsibilities:

- Ensure a smooth day-to day running of the school premises in cooperation all staff
- Communicate to the Head of any issues and needs
- All matters uniform
- All matters cafeteria and canteen
- Direct supervision of all non-academic staff o Cleaners o Guards, o Office personal o Nannies, etc.
- Responsible for health and safety outside of classroom o Busses o Parking procedures o Field Trips o Facilities

Evaluation:

Monthly meetings with Head to set short and long term goals and to evaluate progress

Primary Year Programme Coordinator

Name: Miss Amna

Reports to: Head of School **Supervises:** none

Job Goals:

- Guide the implementation of the PYP in the school.
- Demonstrate commitment to collaborative planning

To promote and adhere to a school climate based on understanding and respect

- To promote the learner profile in the PYP

Roles and Responsibilities:

Coaching & Leadership:

- Collaborate with teachers in their classroom in order to support and strengthen their understanding of the inquiry process
- Promote a positive and professional learning culture based on the Learner Profile
- Ensure that policies are implemented.

Documentation

- Be familiar with and promote understanding and use of all PYP documents.
- Publish the school's programme of inquiry.
- Prepare and submit any documentation required for evaluation.

Communication & Meetings

- Attend all administrative SLT meetings
- Respond to requests for information (for example, questionnaires) from the IB
- Facilitate weekly collaborative planning
- Support the Head in hosting regular parent information sessions
- Promote the use of the Programme Resource Center

Curriculum

- Ensure all units of inquiry are aligned to the IB Scope and Sequence documents ● Collaborate with teachers to develop meaningful and authentic pre-assessments, formative assessments and summative assessments for all units. ● Support the Grade 5 teachers and students in the PYP exhibition

Middle Year Programme Coordinator

Name: Miss Reem

Reports to: Head of School **Supervises:** none

Job Goals:

- Guide the implementation of the MYP in the school.
- Demonstrate commitment to collaborative planning

To promote and adhere to a school climate based on understanding and respect

To promote the learner profile in the MYP

Roles and Responsibilities:

Coaching & Leadership:

- Collaborate with teachers in their classroom in order to support and strengthen their understanding of the inquiry process
- Promote a positive and professional learning culture based on the Learner Profile ● Ensure that policies are implemented.

Documentation

- Be familiar with and promote understanding and use of all MYP documents.
- Ensure all course overviews are up-to-date
- Prepare and submit any documentation required for authorization. **Communication & Meetings**

- Attend all administrative SLT meetings
- Respond to requests for information (for example, questionnaires) from the IB
- Facilitate weekly collaborative planning
- Support the Head in hosting regular parent information sessions
- Promote the use of the Programme Resource Center

Curriculum

- Ensure all units are documented and evaluated
- Collaborate with teachers to develop meaningful and authentic pre-assessments, formative assessments and summative assessments for all units.

Teacher

Name: xxxx

Reports to: Administrative Head (Teaching and Learning)

Supervises: none **Goals:**

- Foster the development of the IB Learning Profile attributes in all stakeholders ●
- Promote student learning to ensure that students can reach their full potential ●
- Commit to supporting and promoting the IB philosophy and mission of the school ●
- Promote the school's good name and act in a collegiate manner
- To engage in continuing professional development

Responsibilities:

- Consistently implement all school policies
- Generate an engaging, productive and purposeful working atmosphere
- Ensure that school property is respected
- Engage in the school's appraisal process
- Supervise students as required
- Attend and contribute to school meetings as required
- Meet all deadlines set by school management
- Contribute to the maintenance of high staff morale and to team building

Evaluation

Results of the school's appraisal process

School Doctor

Name: Doctor Fatima

Reports to: Manager

Supervises: none **Goals:**

- Promote healthy life-style for our students
- Monitor the well-being of our students
- Promote the school's good name and act in a collegiate manner
- Promote good hygiene with students
- Monitor the cleanliness of the toilets and cafeteria
- Consult with teachers, school administrators and other school staff regarding student care

Responsibilities:

- Being with and observing the children during breaks and lunch
- Develop care plans for student with chronic conditions
- When a student is referred to her, following up the case until the student goes home , and entering the case in a record, mentioning the student's name, grade, and the student's health condition
- Maintain student health records including allergies, chronic conditions, etc. ● Not to administer and drugs, other than herbal teas

Evaluation one-on-one
with Manager

Policies

IB Policies

Global United School is required by the IB to implement 5 “IB” policies: Language, Inclusion, Assessment, Admissions and Academic Integrity. These policies must fully meet the expectations of the International Baccalaureate organization.

These policies can be found in the shared drive using the following links

Language Policy

Assessment Policy

Inclusion Policy

Admissions Policy

Academic Integrity Policy

Other School Policies

To ensure the smooth functioning of the school, a number of other policies are developed and approved by the board. It is important that all teachers read and familiarize yourself with these policies.

Promotion and Retention Policy

Parent and School Communication Policy

Attendance Policy

Teaching and Learning Policy

Behaviour Policy

GUS staff 2023-2024

FIRST NAME	LAST NAME	Role	EMAIL
		KG1/KG2	
Miss Umniyah	Ahmed	KG3, Early Years Coordinator	Monalwindawi.95@gmail.com
Miss Diana	Shehadi	Grade One	dianashehadi94@gmail.com
Miss Kawther	Hafidh	Grade Two	kawtherhafidh@gmail.com
Miss Marwa	Mohammed	Grade Three	marwa19mohammed@gmail.com
Mr Ahmed	Muhi	Grade Four	ahmed.muhee23@gmail.com
Miss Ghada	Sahab	Grade Five	ghada.alshama3@gmail.com
Miss Kawther	Haider	Arabic and Islamic	Kawssarhaydar90@gmail.com
Miss Sally	Mohammed	Arabic and Islamic	sallyalkaissi@yahoo.com
Mr Othman	Emad	PYP Art	othmantoma@gmail.com
Mr Hussein	Habbas	PHE	

Mr Ali	Layth	MP English and Individuals & Society	o.k4422f@gmail.com
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