

CONSULTANT FOR SCHOOL AFFAIRS

Line manager:

The Consultant for School Affairs is expected to:

- encourage high standards in all aspects of school life
- contribute to the effective and efficient management of the school
- promote a school culture which is happy, purposeful and productive
- support and motivate students, teachers and other school employees
- encourage consultation and discussion

The Consultant for School Affairs is responsible for supporting the work of the Headmistress, Deputy Headmistress, Form Tutors (FTs) and HOY's. Furthermore, the Consultant for School Affairs should promote a working atmosphere which encourages cooperation and values the contribution which individuals make to the work of the team.

Use the links below for a more detailed job description.

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1. General Responsibilities

The Consultant for School Affairs will:

- promote the school's aims
- support the priorities established in the SDP
- ensure that school policies are carried out consistently
- act as a focal point for information about parents/guardians of students in the school
- support Form Tutors, Subject Teachers and Heads of Department who have concerns about particular students which may involve speaking directly to the students
- keep Form Tutors and Heads of Year informed about developments
- inform relevant staff about problems and action taken regarding specific students
- liaise with the Head of Learning Support about possible learning difficulties
- liaise with HODs where appropriate and necessary
- provide accurate information to the Headmistress as required
- monitor attendance of parents or guardians at parents' evenings and arrange alternative meetings for parents if necessary
- provide staff with information and advice regarding Arabic cultural sensitivities
- help Matron on certain matters (primary and secondary school).

2. On behalf of the Headmistress

The Consultant for School Affairs will:

- deal with enquiries from parents
- correspond with parents as and when necessary
- be responsible for making telephone calls home to non-English speaking parents as requested by SMT or HOY's.
- follow up communication with the student concerned or with the FT which may involve speaking directly to the students
- keep parents informed about the general progress and well-being of their daughters as required
- deal with any matters which arise as a result of communication with home
- keep the Headmistress fully informed.

3. Liaison with the Headmistress

The Consultant for School Affairs will:

- keep the Headmistress informed about any information concerning the students or their families which she should know
- advise the Headmistress about matters of protocol
- advise the Headmistress and other staff as necessary about issues concerning language and culture
- be present at interviews with parents as necessary
- assist the Headmistress with communications of a sensitive nature and advise her of their likely effect
- read all letters of a sensitive nature which are to or from parents, the Royal Family or the Ruler's Office
- ensure the delivery of letters to parents and the Palaces
- advise the Headmistress on the suitability or otherwise of activities undertaken by the students during school time
- accompany the Headmistress on visits to families of a formal nature e.g. Eid visiting
- liaise with the Palace and pass on any relevant information to the school management.

4. Year 7 Induction

The Consultant for School Affairs will:

- liaise with the Deputy Headmistress and the Head of year 7 regarding arrangements for Year 7 Parents' Evening (for students entering in September) held in June
- act as a focal point for enquiries about any aspect of school life
- translate the speech and deliver it in Arabic

5. Year 10 Induction

The Consultant for School Affairs will:

- liaise with the Head of Year 10 regarding the arrangements for the mothers' morning held in October to help explain to local mothers about GCSE exams and coursework
- act as a focal point for any subsequent enquiries from local mothers regarding these issues
- translate the speech and deliver it in Arabic

6. New Students

The Consultant for School Affairs will:

- liaise with the Headmistress and Administrator regarding admissions
- liaise with the secretarial staff regarding siblings lists and grouping of students
- check translation of all names on the school lists

7. School Functions

The Consultant for School Affairs will:

- liaise with the Headmistress and Administrator regarding invitations to school functions
- liaise with the secretarial staff regarding contact addresses for guest lists
- ensure all VIP letters of invitation to school functions are delivered
- contact VIP guests as necessary to ascertain attendance at school functions
- advise the Headmistress and other staff of the meeting and greeting procedure for VIP guests
- actively take part in the meeting and greeting procedure at school functions

8. Trips

The Consultant for School Affairs will:

- liaise with outside agencies and Sheikha Aliya regarding pastoral trips
- arrange trips and talks by outside speakers for the Arabic and Islamic departments
- arrange and be responsible for the Umra trip and coordinating the responsibilities of all staff who attend.