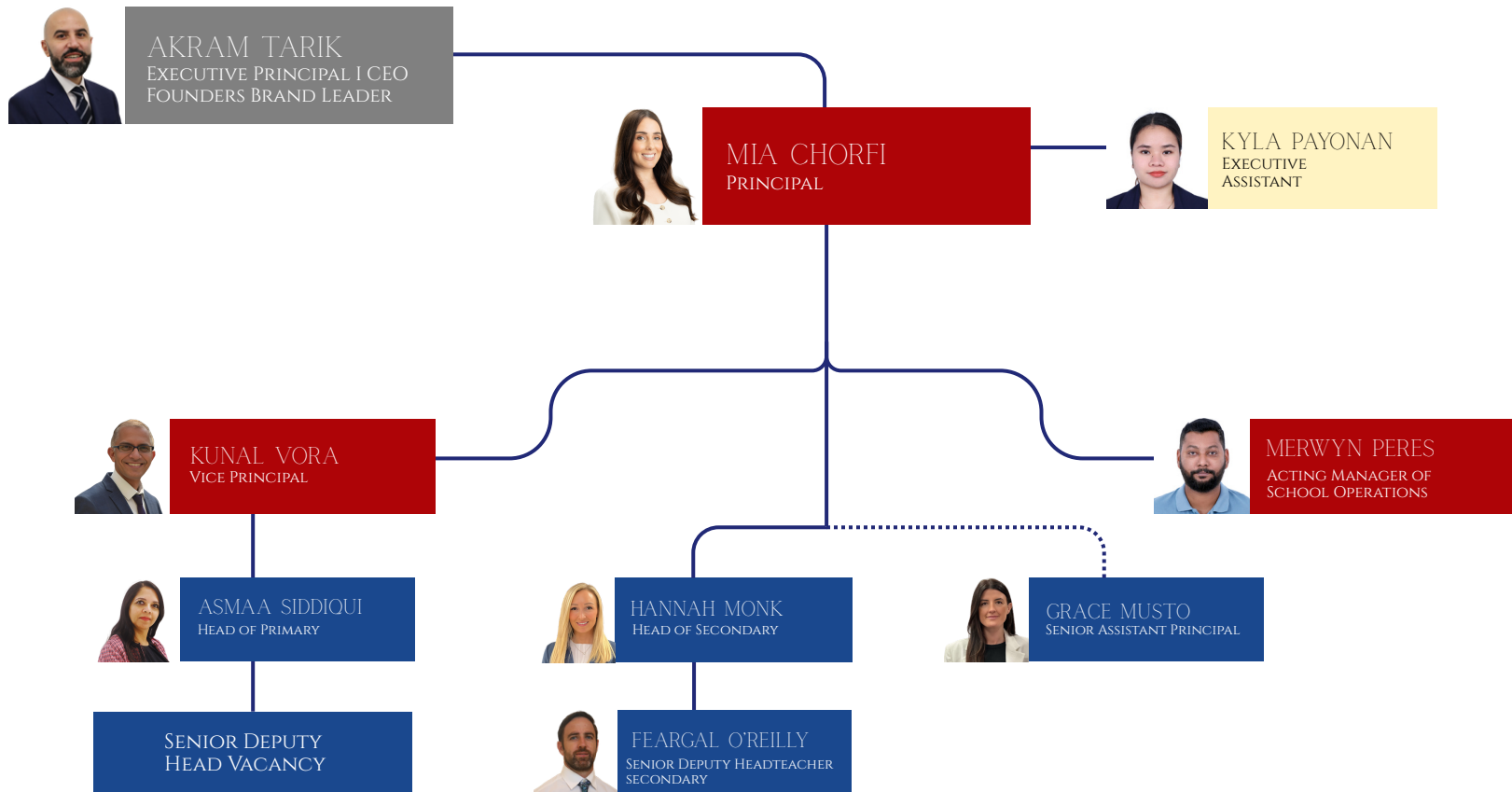




The Executive Leadership Team functions to deliver:

Academic Excellence by enhancing curriculum intent, implementation, and impact in our school, determining strategies to secure marginal gains while monitoring priority actions, ensuring targeted support for rapid improvement.

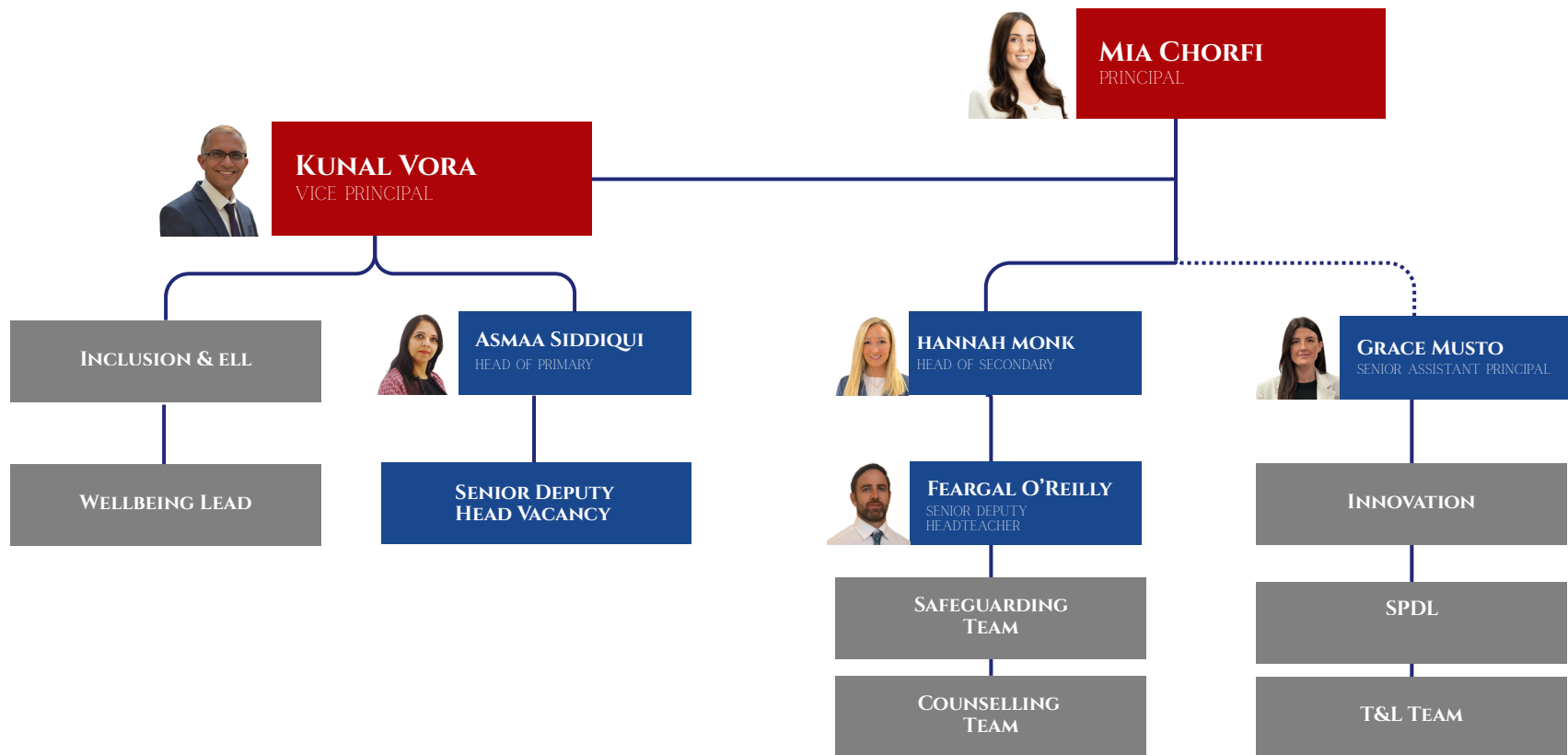
Operational Excellence by supporting GEMS' growth trajectory through the Recruit-Retain-Retire talent management approach, retaining students through risk-focused efforts, fostering deep customer connections with a growth mindset, and leveraging technology to amplify the operating model.





Education – Academic Excellence

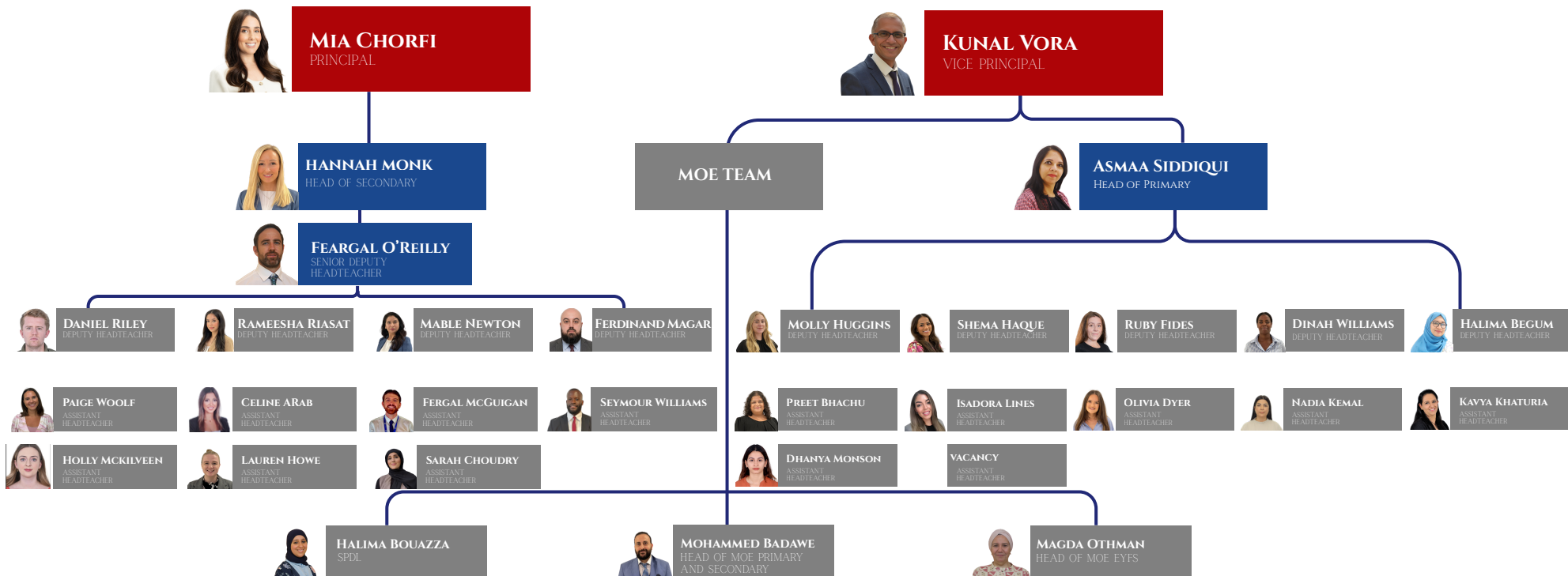
As per the Delegation of Authority document, each required layer of approval must be completed before final approval can be granted, and no decision can be finalised without the necessary checks and balances, including the mandatory approval of the principal.





Education – Academic Excellence

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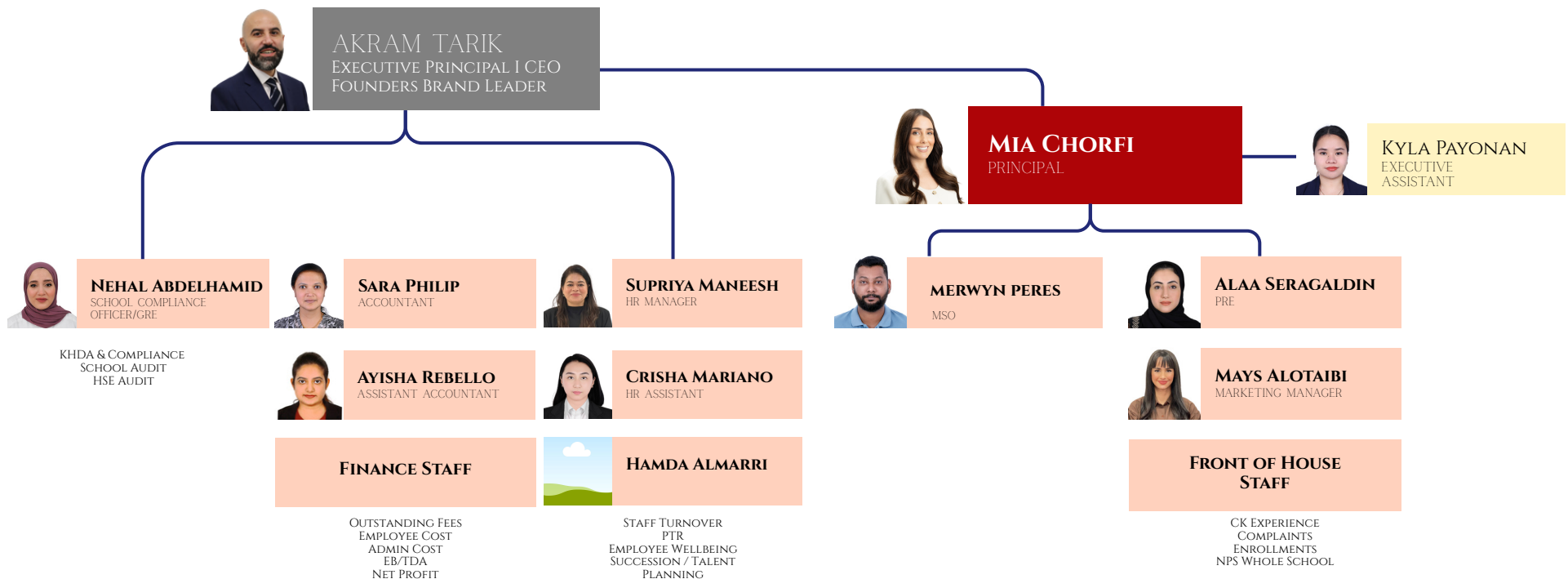
MIDDLE LEADERS STAFF

TEACHING STAFF



Administration – Operational Excellence

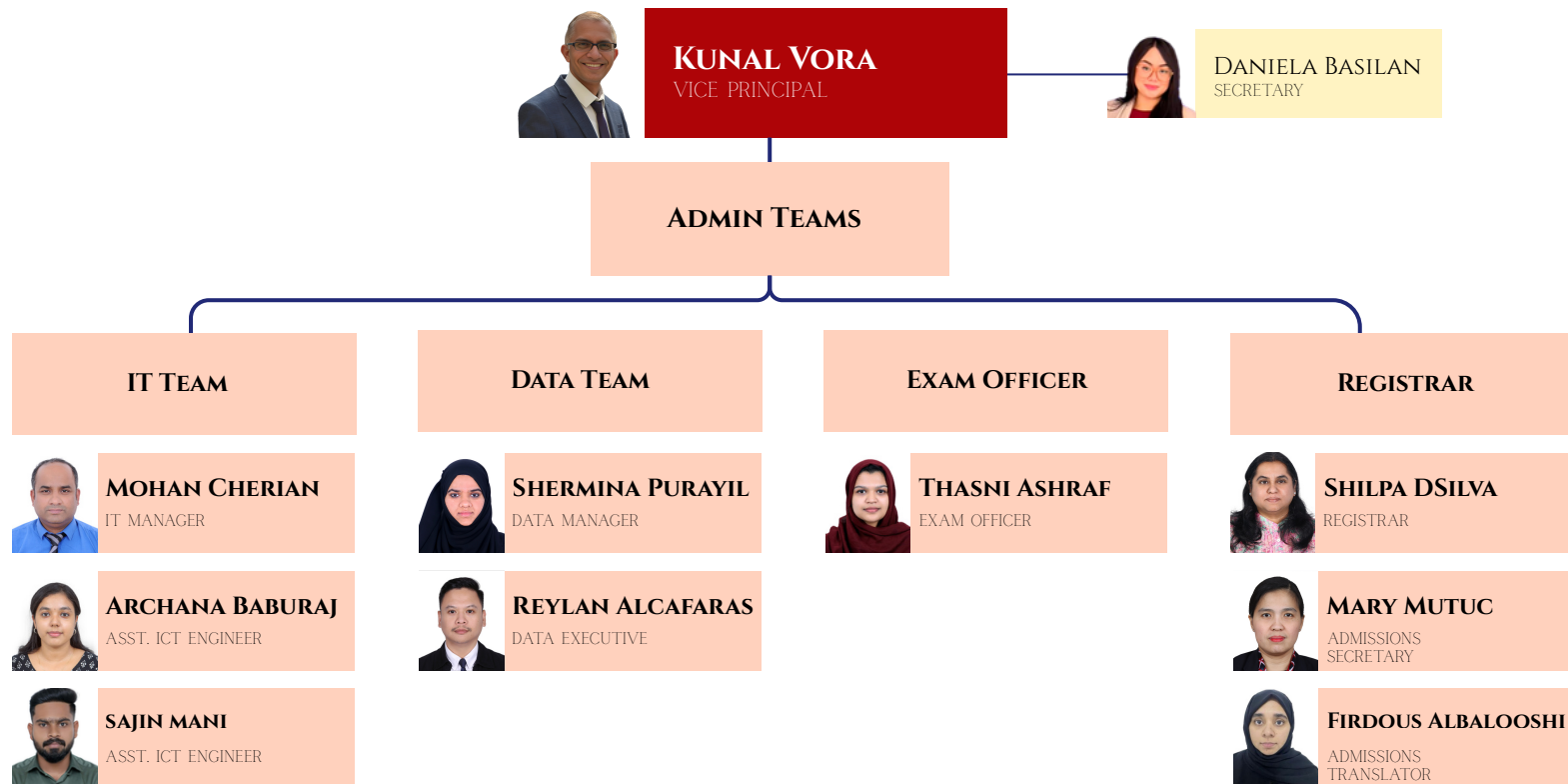
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Administration – Operational Excellence

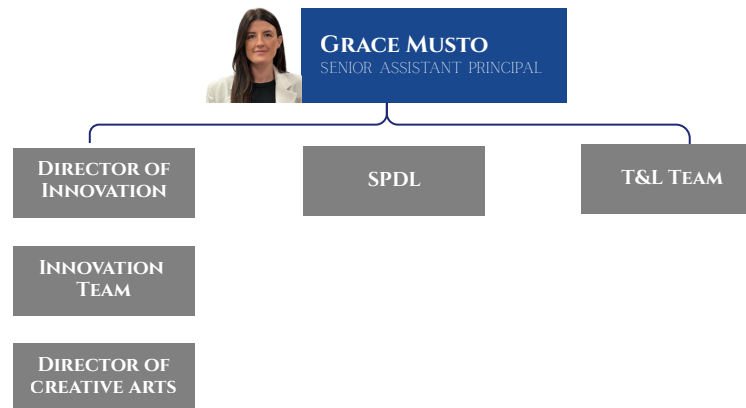
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Education – Academic Excellence

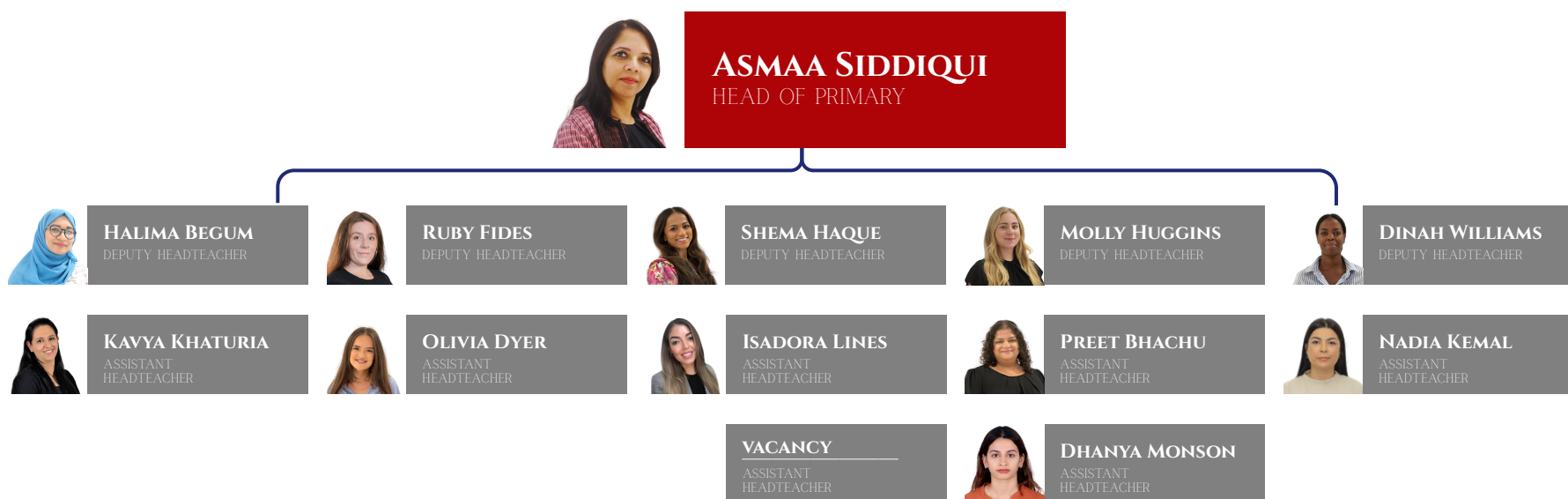
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EDUCATION - ACADEMIC EXCELLENCE

AS PER THE DELEGATION OF AUTHORITY DOCUMENT, EACH REQUIRED LAYER OF APPROVAL MUST BE COMPLETED BEFORE FINAL APPROVAL CAN BE GRANTED, AND NO DECISION CAN BE FINALISED WITHOUT THE NECESSARY CHECKS AND BALANCES, INCLUDING THE MANDATORY APPROVAL OF THE PRINCIPAL.





Education – Academic Excellence

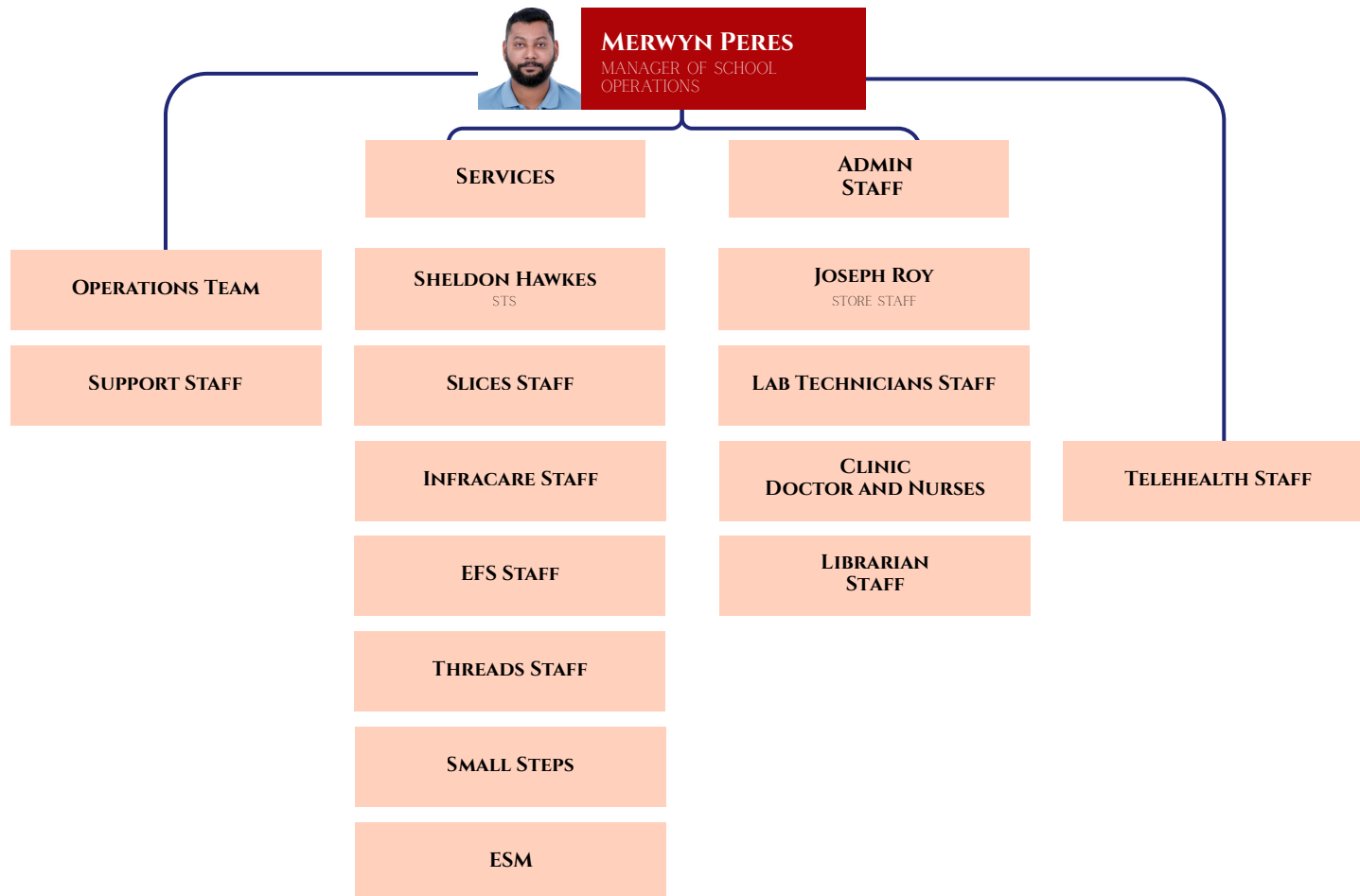
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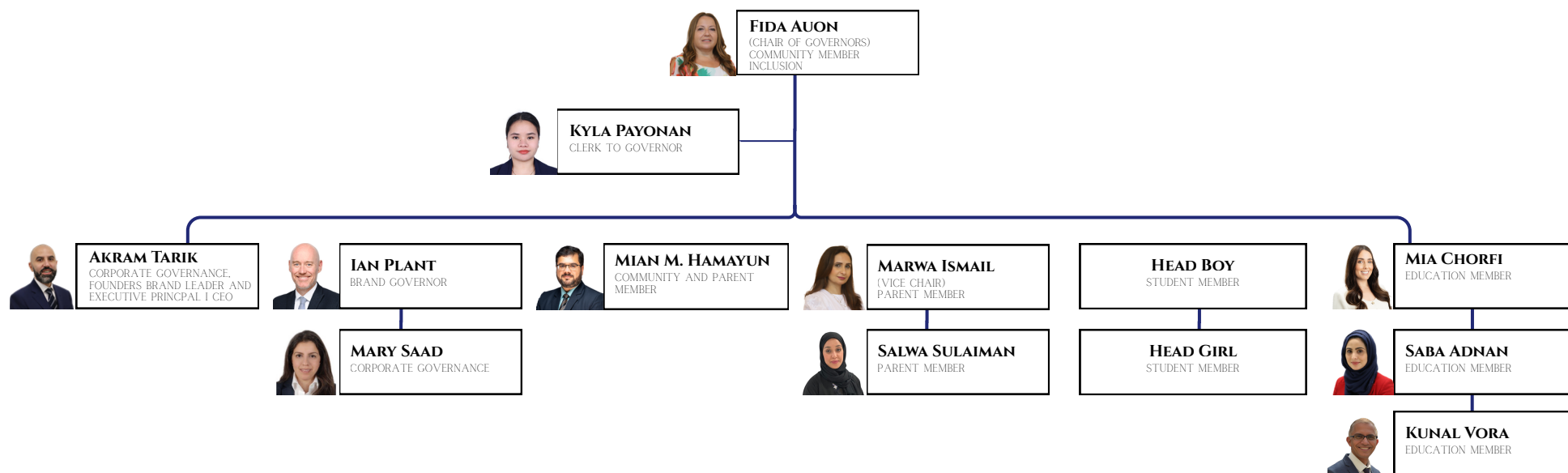
Administration – Operational Excellence

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Governance





	Executive Principal / CEO <i>Akram Tarik</i>	Principal <i>Mia Chorfi</i>	Vice Principal <i>Kunal Vora</i>	Head of School <i>(Including Senior Deputy)</i> <i>Hannah Monk & Asma Siddiqui</i>
Leads on	- Overarching Founders Brand, USP, Culture (including #TheFounders Way) - Self-Evaluation oversight - Strategic financial stewardship - Brand marketing - Permanent exclusions and SSC / KHDA link (governance escalation) - Governance oversight - Future planning as part of brand alignment - Vision and Mission linked to the Founders Excellence Plan / Founders family of schools - Oversight of audits, 'Education Excellence', 'Operational Excellence' and 'One Strong Family' quality assurance procedures	- GFM USP, Culture (including #TheGFMWay) - Self-Evaluation oversight - Human Resources - Financial Management - Personnel & Payroll - Permanent Exclusions - Exclusions - Marketing - Governance / Local Advisory Board - GEMS SSC/CO - Staffing – Recruitment - Future planning - Vision - xSLT Calendar - Parental Engagement - Community Engagement - Re-enrolment Strategy - Operations - Leadership Development - School Development and Excellence Plans - Principal GEMS & LAB Report & ASPRA	- GFM USP, Culture (including #TheGFMWay) - Staffing – Recruitment - Staff Induction - Target setting - Academic performance - Appraisal and Performance Management - Admissions - UAE National Agenda - Emiratization - Whole-school Assessment and Achievement strategy - Key Groups - Quality Assurance Calendar - Examinations - IT overview - Attendance - Operations - Duties - Whole-School Calendar - KHDA Evidence Strategy - School Development and Excellence Plans - VP Report - Offsite & Educational Visits - ECAs - Curriculum Design, Implementation & Adaptation - Enrichment Strategy (ECAs, Scholarships, Leadership Pathways)	- GFM USP, Culture (including #TheGFMWay) - Staffing – Recruitment - Talent identification and Succession Planning - Phase Level Leadership Development - Oversight of Performance standard 1 - 6 in Phase - Overall Accountability in Phase for: - Curriculum - Teaching and learning - Standards and achievement - Quality Assurance and Monitoring - Examinations (internal & external) - Target setting - Re-enrolment, New Joiner Admissions and TC strategy - Teacher standards and accountability - KHDA Evidence Strategy - Reporting to SLT / Principal / Governors on impact of primary school - Phase specific SEF and Action Plans
Procedure	Strategic oversight of school development (Excellence Plans), including SIP priorities, strategic plan commitments, and transitional support for the principal.	- Day-to-day management - KHDA/ MOE communication - Communication – External - Newsletter(s) - Staff communication - KHDA/ MOE communication	- KHDA/ MOE communication - Whole School Calendar - Timetable - External Agencies - Teacher Absence Cover - SLT Leave Tracker - Duty Rotas	- Exam results - Departmental Self-evaluation - Departmental action plans -Performance Management - Graduation Day - Curriculum outlines - Parent Ambassadors - Parent Engagement and events - Work scrutiny schedule - Curriculum outlines - Emirati Students - Assemblies - Pastoral care
SEF Areas of Responsibility	- Quality assurance and oversight of all external evaluation processes - DSIB - BSO	SEF writing: PS1-6	- SEF writing: PS1, 4, 5, 6 - Arabic & Islamic in the Early Years - NAP - Data and Assessment Pages	Input into all PS