



| POSITION DETAILS |  |
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| Position Title   | Supervisor of Quality Evaluation       |
| Division         | Office of Quality Evaluation           |
| Department       | Ras Al Khaimah Department of Knowledge |

### Role Purpose

The Supervisor – Quality Evaluation ensures the rigour, integrity, and professional conduct of all inspection (quality evaluations) that include the pre-inspection, in-school, post-inspection phases of the RAKDOK evaluation cycle. The Supervisor position is critically important to oversee that the external vendors implement the quality evaluations in a professional manner that is consistent, impartial, and aligned with the UAE School Inspection Framework and RAK DOK Quality Assurance Framework. The position includes a balance between in-school and desktop review of documentation and data.

### Key Responsibilities

- **Coordinate the scheduling and effective implementation of quality evaluations from external vendors to measure the effectiveness of private educational institutions**
- **Implement and monitor quality assurance systems for the external vendor's quality evaluation teams, both during the visits (on-site) and review of data and reports to ensure the reliability and triangulation of evidence and consistency of judgment formation**
- **Monitor team professionalism, stakeholder engagement, and adherence to the required Code of Conduct and conflict-of-interest protocols.**
- **Validate safeguarding and inclusion evidence to ensure judgments are well-substantiated and consistent with national expectations.**
- **Develop/use quality assurance observation rubrics and provide structured feedback to Lead Evaluators and inspectors on strengths and areas for development.**
- **Contribute to post-inspection debriefs and calibration reflections to capture learning and support continuous improvement.**
- **Verify that all judgments are supported by robust evidence and that recommendations are specific, actionable, and measurable.**
- **Maintain detailed Quality Assurance logs for all inspections under supervision, including field evidence notes and validation records.**
- **Oversee the implementation of theme-based evaluations (e.g., Emirati Culture and Identity, Early Years) and develop reports based on evidence collected**
- **Validate schools' data packs, including attainment, progress, attendance, and inclusion metrics, ensuring accuracy and comparability across schools.**





- Analyse cross-school trends and recurring themes to identify system-wide strengths, development needs, and training priorities.
- Conduct first-line and peer reviews of all draft inspection reports to ensure language accuracy, professional tone, and alignment with the UAE School Inspection Framework.
- Prepare and present reports summarizing performance trends, thematic insights, and improvement recommendations.

## Profile

**Education:** Bachelor's degree in any discipline, preferably a Bachelor's degree in education.

- **Experience:**

- 5 - 8 years of experience supporting school improvement and/or conducting quality evaluations using the UAE School Inspection Framework.
- Experience as a Lead Inspector (schools) and/or experience working in a senior leadership position within a school or across schools.

- **Languages:** Fluency in Arabic and English (verbal and written).

## Competencies

### *Behavioral*

- Excellence in performance and outcomes
- Active communication
- Creativity and problem solving
- Customer focus
- Team spirit
- Organizational and ethical awareness

