



ABS Communication Structure 2019-2020

The School has a range of personnel and services available to help parents resolve issues ranging from routine enquiries to more serious matters.

1. The first point of contact for student wellbeing and academic issues relating to the progress and welfare of individual students				
Section of the school	Position to contact	Person to contact	Email – please add @abs.edu.jo	Extension
Primary School (PS)	KG Executive Assistant	Razan Bsaibess	rbsaibess	2601
	PS Executive Assistant	Diana Al Banna	diana_albanna	2004
	PS Executive Assistant	Rasha Ammari	rasha_ammari	2701
Middle Years School (MYS)	MYS Executive Assistant	Laila Isleem	laila	2801
	MYS Administrative Assistant	Rasha Ziadat	rziadat	2802
IB College (IBC)	IBC Executive Assistant	Iman Shurafa	iman	2901
2. More serious personal and academic issues related to student wellbeing, the progress of individual students and/or confidential matters (for example: teasing, bullying, consistent issues with class or homework, student progress, assessment policies, learning and teaching concerns)				
Primary School	Early Years Specialist	Amira Shawa	ashawa	2605
	Grade Leader (GL)	KG1 GL: Rania Jankhot	rjankhot	2603
		KG2 GL: Farah Tahboub	ftahboub	2603
	Grade Leader (GL)	G1 GL: Iman Al-Farhan	imanf	2708
		G2 GL: Barbara Bdour	barbara	2707
		G3 GL: Mijad Hijazi	mijad_hijazi	2714
		G4 GL: Paola Fakhoury	paola	2706
		G5 GL: Nelly Al-Rabadi	nelly	2704
	Director of Primary English Programme and Student Wellbeing	Ozlem Al Khairi	oalkhairy	2702
	Director of Primary Arabic Programme and Student Wellbeing	Faten Zeadat	fatenz	2703
Head of Primary School	Dima Qubain	dqubain	2002	
Student Counsellor	Alizar Tawil	atawil	2705	
Middle Years School	Grade Leader (GL)	G6 GL: Hania Massad	hania_massad	2872
		G7 GL: Suzan Rasheed	srasheed	2872
		G8 GL: Marcella Nazzal	mnazzal	2941
		G9 GL: Yazan Dababneh	ydababneh	2863

		G10 GL: Tagreed Haddad	thaddad	2810
	MYS Student Counsellor	Hala Hamad	hhamad	2852
	Deputy Head /Student Wellbeing (Gr 6-8)	Diala Dababneh	ddababneh	2022
	Deputy Head/Student Wellbeing (Gr 9-10)	Yousef Shuwayhat	yshuwayhat	2520

IB College	Grade Leader (GL)	G12 GL: Andrea Kalbouneh	andrea	2961
		G11 GL: Mervat Salaita	msalaita	2910
	Deputy Director Student Achievement and Wellbeing	Mohammad Shabaneh	Mshabaneh	2023
	Counselling Department	Psychological Counsellor: Rasha Jazi	rjazi	2851
Whole School Student Achievement & Wellbeing	Director of Student Wellbeing (Pastoral Care)	Kristine Williams	Kwilliams	2003

3. Additional Educational Needs questions and concerns (Learning Support, Language Support, Gifted and Talented Support)

Whole School Additional Educational Needs	Director of Additional Educational Needs Department	Dima Masri	dima_almasri	2854
	Additional Educational Needs Department Primary Coordinator	Sarah Hejazi	shejazi	2830
	Additional Educational Needs Department Secondary Coordinator	Eliane Dahdaleh	edahdaleh	2830
	Additional Educational Needs Modified Curriculum Coordinator	Marwa Abu Taha	mabutaha	2830
	Additional Educational Needs Department Staff Room	All AEN staff	N/A	2831

More serious and generic academic questions and concerns related to the specific programmes

Primary School	Head of Primary	Dima Qubain	dqubain	2002
	PYP Coordinator	Noura Dissy	ndissy	2713
	Director of Primary English Programme and Student Wellbeing	Ozlem Al Khairi	oalkhairy	2702
	Director of Primary Arabic Programme and Student Wellbeing	Faten Zeadat	fatenz	2703
Middle Years School	Deputy Head Academic / IBMYP Coordinator	Dina Katafago	dina	2805
IB College	Deputy Head of IBC and IBDP Coordinator	Jwan Kolaghassi	jwan	2903
	IBC Coordinator	Gillian Deesi	gdeesi	2902
Whole School Learning & Teaching	Director of Whole School IB Continuum	Iman Awwad	imana	2803

Whole School Wellbeing Issues	Director of Student Wellbeing (Pastoral Care)	Kristine Williams	Kwilliams	2003
Whole School Curriculum Issues	Vice Principal	Bassma Marji Nirmi	bassma	2800
5. Careers and University related questions and issues				
Middle Years School	Careers and University Counsellor	Ola Akkawi	oakkawi	2941
IB College	Co-Director of University Counselling	Suha Talhouni	stalhouni	2943
	Co-Director of University Counselling	Reida Baghdadi	rbaghdadi	2942
	University Counsellor	Hanan Qobrosi	hqobrosi	2944
6. Co-curricular Activities				
Primary School	K-10 Co-curricular Coordinator	Osama Al Maridi	osama_almaridi	2302
	In Charge of Music	Marina Bolotova	marina_bolotova	2907
	Drama and Theatre Arts In Charge of Drama	Sa'ad Abbas	saad	2501
	Primary School K1 and K2: Visual Arts	Mira Beiruty	mbeiruty	2603
	Primary School Gr. 1-5: Visual Arts	Noura Shihadeh	nshihadeh	2801
	Stallions Academy Stallions Sports Academy Director	Omar Abdalla	oabdalla	2311
	Primary School K-2: Music, Dance & Drama	Mai Hajjara	mhajjara	2603
Middle Years School	K-10 Co-curricular Coordinator	Osama Al Maridi	osama_almaridi	2302
	Creativity, Activities, Service (CAS) Director of Student Co-Curricular Activities (MUN, Round Square)/ CAS Coordinator	Majed Makhamreh	mmakhamreh	2015
IB College	Creativity, Activities, Service (CAS) Director of Student Co-Curricular Activities (MUN, Round Square)/ CAS Coordinator	Majed Makhamreh	mmakhamreh	2015
Middle Years School IB College	Head of Co-curricular Music	Ruth Gardner	rgardner	2504
	Head of Theatrical Productions	Ceris Everleigh	ceriseve	2521
	Head of IBC Visual Arts	Aymen Azzam	aazzam	2709
	Head of MYP Arts	Muna Abu Agha	muna_abuagha	2521
	Model United Nations (MUN), Director of Co-Curricular Activities	Majed Makhamreh	mmakhamreh	2015
	Round Square Round Square Representative	Majed Makhamreh	mmakhamreh	2015
	Community Facility Rentals and Policy Director of Athletics	Omar Abdalla	oabdalla	2311
Whole School	Director of Co-Curricular Activities	Kristine Williams	Kwilliams	2003
7. Athletics and Team Sports				

Whole School	Athletics Programme Director of Athletics Fencing	Omar Abdalla	oabdalla	2311
	Head of PE	Abdullah Abdul Jabbar	aabduljabbar	2300
	Volleyball & Gymnastics Sports Team Coordinator	Zeyad Habbash	zeyad	2301
	Director of Co-Curricular Activities	Kristine Williams	Kwilliams	2003
8. Student Support Services				
Whole School	Medical School Doctors	Dr. Fatena Al Muhtaseb Dr. Rita Shakhtour	clinic rshakhtour	2400 2016
	Catering	Wael Saleh	wsaleh	2054
	Uniform Director of Operations	Russell Peagram	russell_peagram	2001
	Busses (Arabic Speakers)	Mahmoud Sriwah	msriwah	2050
	Busses (English Speakers)	Ghada Saifi	ghada_saifi	2010
	Health and Safety Director of Operations	Russell Peagram	russell_peagram	2001
9. Information Communication Technology				
Whole School	Educational Programmes (ManageBac) Director of Educational Technologies	Lina Salem	lina	2201
	Educational Systems (DoubleFirst Engage) Educational System Administrator	Rana Jaber	rjaber	2038
		Maryam Damra	maryam	2039
	IT Help Desk IT Manager	Rifat Al Kairy	ralkhairy	2030
10. Any School Fee related issues				
Whole School	Finance Chief Financial Officer	Roudaina Abu Lail	rabulail	2100
11. Overall non-academic Issues				
Whole School	Director of Operations	Russell Peagram	russell_peagram	2001
12. Any Admissions or Withdrawal issues				
Whole School	Registration Registrar	Ghada Saifi	ghada_saifi	2010
13. Requests for access to documentation such as School Policies or general enquiries or assistance with any non-academic school related concern/question				
Whole School	Registration Registrar	Ghada Saifi	ghada_saifi	2010
14. External Relations/School Trips issues and questions				
Whole School	School Trips (Local)	Mais Masannat	mmasannat	2011
	School Trips (Overseas)	Jalal Mazahreh	jmazahreh	0

Community Engagement	Community Engagement Administrator/Alumni	Farah Hammo	fhammo	2024
15. Serious issues of a generic nature				
Primary School	Head of Primary School	Dima Qubain	dqubain	2002
Middle Years School	Head of MYS	Sarah Byham	sarah	2804
IB College	Head of IBC	Cathy Souob	cathy	2900
16. Overall Serious Academic Issues				
Whole School	Vice Principal	Bassma Marji Nirmi	bassma	2800
Student Achievement and Wellbeing	Director of Student Wellbeing (Pastoral Care)	Kristine Williams	Kwilliams	2003
17. Any Issue which remains unresolved having exhausted all other channels or very grievous concerns				
Whole School	Principal	Joss Williams	jdjw	2000