

APPLICATION PACK FOR THE POST OF

FOUNDING PRINCIPAL

THE HAMILTON INTERNATIONAL SCHOOL,
DOHA, QATAR

3-18 | Coeducational | Day | British Curriculum



Start January 2018 | Launch September 2018



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International Schools Partnership (www.internationalschoolspartnership.com) are seeking to appoint a Principal to found The Hamilton International School from September 2018 onwards.

The successful candidate will have a demonstrable track record of outstanding senior educational leadership, preferably with experience in UK independent schools, and ideally schools with an international intake with a preference in the Middle East. They will be a visionary, strategic leader and a committed team player who demonstrates a collegiate and collaborative approach to working with others. They will have excellent interpersonal skills and the ability to develop and maintain strong and positive relationships with all of the school's stakeholders.



The School

The Hamilton International School will open September 2018 and serve as an international school with a reasonable fee structure offering a high-quality education in Doha, Qatar. The new school envisioned in this academic plan will offer an international curriculum by delivering the NCE, with IPC for England & Wales, as well as GCSE. In addition to the choice of the GCSE, the school will offer Edexcel Level 3 National BTEC qualifications in a selected range of subjects, such as Travel and Tourism, Sport, Performing Arts and Music, Hospitality and Creative Media Production.

The Hamilton International School will have a distinct character based on 'inclusion' and 'maximum choice.' At all stages, it is envisaged that students will play a central role in their learning through exercising choice and evaluating their own progress. This might be choice of learning activity, choice of project work, choice of play, choice of courses, programmes, subjects or qualification type. ISP believe that offering wide choice ensures students' needs are best met and interest and, therefore, engagement levels are high.

A wide range of GCSE options will be offered, which provide breadth and balance in terms of Arts, Science and practical subjects. ISP recognize that some students may be interested in applied professional learning courses and so will offer BTEC Level 3 qualifications in specific subjects to provide wider study options at KS 5

Mission Statement

Providing a challenging, inquiry based learning culture dedicated to applied professional learning wherein choice and personalization are key to each child's progress. Integrating technology with Arts, Sciences, and Humanities to ensure students are equipped for the ever-changing future world of work. Ensuring maximum choice in applied subjects through BTEC.

Real Learning by engaging our students in critical thinking and problem-solving activities that embellish their understandings. Developing global citizens for a Real Future, enabling our ambassadors to succeed in our ever-changing world.

Vision Statement

Our Vision aligns with the shifts in the ever-changing world which animates our Mission and our Values:

- To Inspire and support our students to discover and pursue their own passion in learning and life through maximum choice and authentic learning opportunities to embrace and create their own future.
- To allow students to explore, discuss, and meaningfully construct concepts and relationships in contexts that involve real-world problems and projects that are relevant to the learner.
- To discover and develop the potential within each child so that each of them breaks boundaries and achieves excellence, with confidence, creativity, and character.
- To involve our students in designing and creating a dynamic, international learning community based on self-expression, diligence, mutual respect and understanding.
- Achieve our academic, social and personal objectives by drawing on the richness of the school environment, the curricula and its people, the broader school community and environment.
- To Integrate Music, Arts, Sports, Big Questions within curricula enabling individuals to personalize their life-long learning and personal growth.
- To enable our students to mix courses between partnered schools across different countries.



Aims

To be the best we can in all that we do through inspirational learning, teaching and care.

- To enable students to develop individual character and confidence through exploring what they are interested in and love so that they will achieve success and innovation in the global world.
- To promote leadership qualities, teamwork and life skills in students of all ages so that they gain resilience and diversity of thought and can make difficult decisions in challenging circumstances.
- To establish a dynamic, international learning community, which supports, challenges and excites children as they learn and grow.
- To provide a diversity in curricula to meet every student's unique needs.
- To ensure our students 'lead' from FS1, gaining confidence and resilience through a wide range of creative learning opportunities and applied professional activities



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Job Description

Reporting Structure

Reports to the Group Director of Schools, Middle East.

The Principal will take overall responsibility for the leadership, organization and management of The Hamilton International School to ensure delivery of:

- A strategic vision and inspiring leadership across the school.
- A plan for the growth of pupil numbers including the expansion of international students.
- The achievement of the agreed Development Plan for the next 3–5 years.
- An excellent learning environment clearly showing a commitment to effective learning opportunities and a learning environment which meets the needs of students, staff and the expectations of parents.

Quality Learning and Standards

- Enable school leaders to lead learning that meets individual students' needs and create a learning environment within the school that puts learning and achievement at the heart of all the school does.
- Ensure the IPC and UK curriculums are implemented effectively.
- Establish, with the school's Leadership Team, challenging but realistic learning targets that show value-added for the student and enable him/her to reach their goals, both academic and personal.
- Ensure that students' personal development is effectively promoted through the breadth of curriculum as well as extra-curricular learning opportunities and other activities.
- Promote Looking for Learning, ensuring all staff are trained to undertake this effectively.
- Ensure school analyses data thoroughly to both monitor student improvement and also to set suitable targets for all students that are challenging but achievable.
- Use the data analysis to set some of the targets each year for the schools' Improvement Plans.
- Use self-evaluation termly, as a tool, to assess progress across the school and plan for interventions as well as improvements.
- In conjunction with the Directors of ISP, other Principals and Heads across the ISP Group, contribute to the identification and sharing of best practice.

- Ensure that Group policies and local regulatory requirements for the curriculum, school premises, health and safety and well-being of staff and students are known, understood and followed by all.

Commercial

- Analyse the needs of the market and take steps to ensure the school remains competitive.
- Outreach to businesses, who bring employees and their families into the city, to ensure they are aware of the ISP school's offering.
- Develop and ensure implementation of the marketing plans.
- Act as a ISP ambassador in representing the Group as well as the school.
- Ensure the efficient and effective use of resources (teachers, facilities and teaching materials) in the delivery of educational excellence.
- Take necessary steps to manage risk and have in place plans for disaster recovery.
- Take steps to actively ensure the management of Health and Safety is secure in the schools including appropriate action on annual health and safety risk assessments and site walks.
- Ensure budget holders manage the cost base to deliver or exceed the profit target in the school's budget. This includes tight monitoring and early action on invoices, payments and debtors, as well as compliance with corporate rules governing purchasing and the recruitment of staff especially where Head Office approval is required.

Strategic Planning & Vision

- Lead the creation and implementation of the school's vision in compliance with the overarching Group vision.
- Work with the school's Leadership Team to ensure effective implementation and monitoring of the individual team/subject strategic plans.
- Ensure a staffing structure for teaching and associate staff, including a Leadership Team, is in place following consultation, to ensure the effective implementation of the school's Strategic (3 year) and Annual Plans.
- Appoint staff with the appropriate skills and knowledge and manage their performance in line with the prevailing legislation, through the provision of appropriate induction, training and performance management systems.

- Ensure the school promotes the well-being of the staff to maximise their professional contribution and their sense of satisfaction.
- Meet statutory responsibilities with regard to health and safety, equality and diversity in the workplace and other relevant employment legislation.
- Adhere to the Group policies and procedures unless authorisation has been obtained to do otherwise.
- Ensure the school communicates regularly with parents informing them of their children's performance, ensure an effective partnership with the different schools' communities, and enable effective two-way communication throughout the school ensuring effective sharing of information to staff, students, parents and the schools' management.
- Provide information as required by ISP.

Personal Development

- Keep abreast of education pedagogy and new and emerging technologies, together with developments in education both in the UK and internationally.
- Ensure the school sees the management of staff's personal development as part of the Group's commitment to quality, including staff training. This commitment involves active participation in the appraisal (Professional Practice Review) process, during which individual employee developmental needs will be highlighted.

Person Specification

- Bachelor's degree and Qualified Teacher Status.
- Master's degree in Education (desirable but not essential).
- Fluent in English, both written and spoken.
- Up-to-date knowledge and experience of the British national curriculum.
- Minimum 5 years' successful and relevant experience in a position of school leadership .
- Overseas teaching experience, Middle East preferred.
- Start-up school experience.
- Minimum 5 years teaching experience as an outstanding teacher.
- Evidence of relevant Continuous Professional Development.
- Collaborative leadership style, with excellent communication and interpersonal skills.
- Flexible and adaptable to change, growth and development.
- Ambitious, hard-working, motivated and a strong role model.

Remuneration Package

A competitive salary will be offered, along with free school tuition for school-age dependents.



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Applying for this post

Key dates:

Closing date – Friday 25th August

Final interviews in Dubai – 19th and 20th September

If you would like to have an informal discussion about this post or the school, please contact Liz Gibbs on liz@lsceducation.com.

If you are keen to apply for the post:

- Visit the LSC Education website at www.lsceducation.com.
- Click in the Vacancies section.
- Click into the posting relevant to this job.
- At the bottom of the page click on 'Apply Now'
- Complete the brief Job Application Form and attach your CV (with contact details of Referees) and Letter of Application
- Click on 'Submit'.
- We will be in contact with you shortly after your application has been reviewed.
- If you encounter any problems with this process, please contact liz@lsceducation.com.

International Schools Partnership are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful candidate will be required to undergo relevant background checks.

References

Please include within your application (in your CV) the names, job titles, work email addresses and telephone numbers of a minimum of three professional referees. These need to include your current and all past employers/line managers that you have worked for within at least the past 6 years.

We will need to collect full references before shortlist interviews but if you have a specific preference that we do not contact one or more of your referees, please notify us of this. Please rest assured that no referees will be contacted until LSC Education has received your specific consent to do so.

Qualifications, Identification, Health and Background Checks

Please note that you may be required to bring documentation to interview providing proof of your identity and qualifications as part of LSC Education's safeguarding procedures. You may also be required, if an offer is to be made, to undergo a pre-placement medical assessment and relevant background checks as part of the organisation's recruitment and safeguarding procedures.

Safer Recruitment Practice

LSC Education is committed to safeguarding and promoting the welfare of children and young people. We ask all our candidates and clients to share this commitment. Further details of our recommended safe recruitment practices can be found at www.lsceducation.com.

LSC Education

LSC Education supports schools and education organisations, globally, to attract and recruit outstanding leaders. Our search and selection service includes complete creation and management of the recruitment process and we aim to provide an excellent service to our clients and candidates.

For further information about LSC Education, please visit our website at www.lsceducation.com