

## APPLICATION PACK FOR THE POST OF

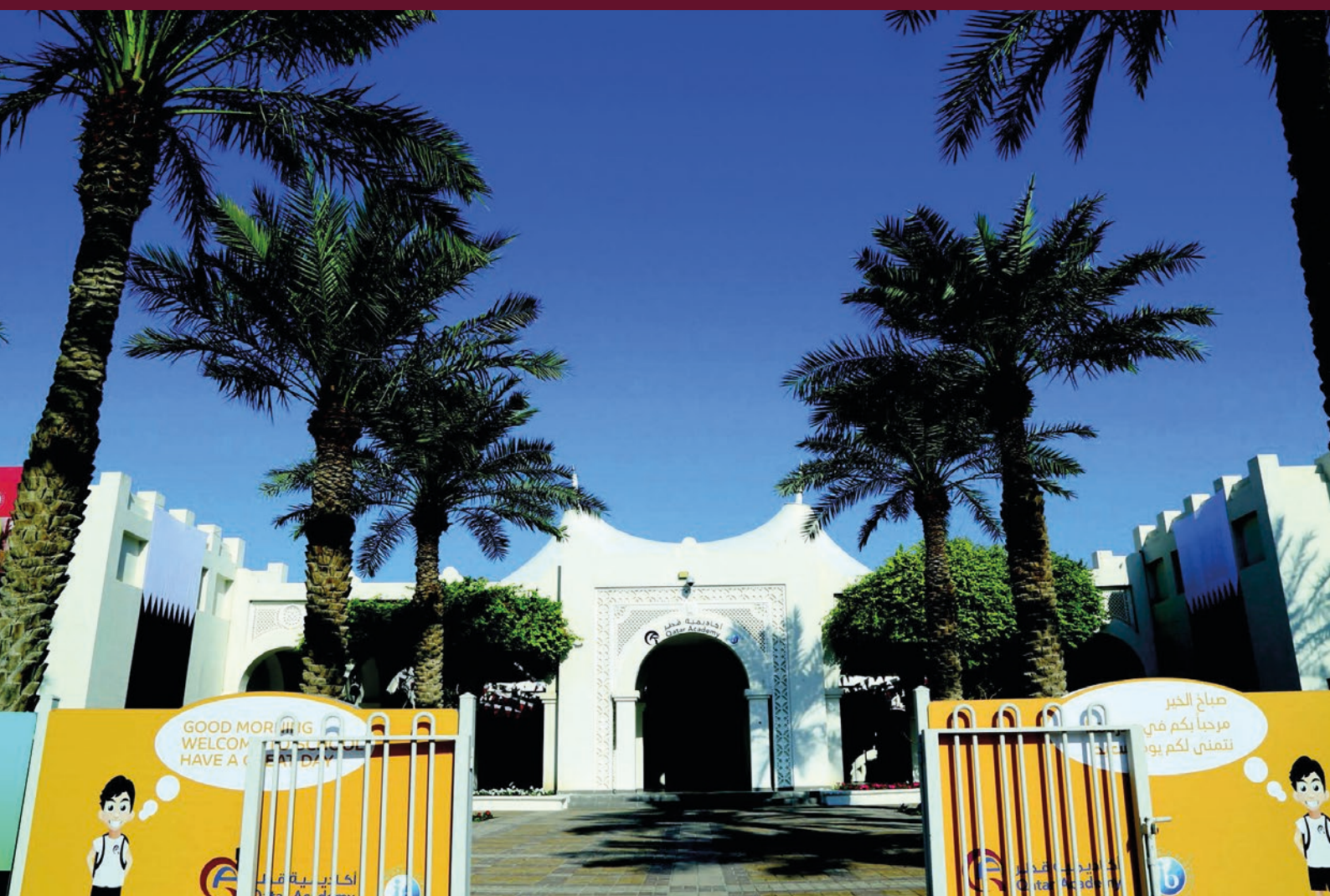
### **DIRECTOR**

QATAR ACADEMY DOHA  
QATAR

6 months to 18 | Coeducational | Day | IB Curriculum



**For August 2018**



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## DIRECTOR

QATAR ACADEMY DOHA, QATAR

Since its inception, Qatar Foundation has been committed to providing world-class school curricula in order to realise the vision of His Highness the Father Emir Sheikh Hamad bin Khalifa Al Thani and Her Highness Sheikha Moza bint Nasser, stipulating that the future of the State of Qatar is based on the development of its most important resource, namely Qatari minds.

Qatar Foundation started its journey in 1995; and its earliest achievement was Qatar Academy-Doha. The Division of Pre- University Education (PUE) later expanded to include twelve academies and other educational programs, namely Qatar Academy-Al Wakra, Qatar Academy-Msheireb, Qatar Academy-Al Khor, Qatar Academy-Sidra, Qatar Leadership Academy, Awsaj Academy, Renad Academy, the Academic Bridge Program and the Qatar Armed Services Academic Bridge Program, The Learning Center (TLC) and the Education Development Institute (EDI).

These leading educational centers, operating under the umbrella of Pre-university Education in Qatar Foundation, strive to fulfil Qatar Foundation's message of unlocking human potential, by offering the best academic curricula in order to contribute to the dissemination of the culture of excellence and innovation.

## The School

Qatar Academy (QA) is one of the Middle East's premier educational institutions. QA is an International Baccalaureate World School also accredited by the New England Association of Schools and Colleges and the Council of International Schools. The school offers academic excellence through Primary, Middle Year and IB Diploma programs based on the principle that education involves the development of a student's cognitive, physical, social, moral and affective capabilities.

A dynamic classroom curriculum combined with community and service programs, experiential education, and extra-curricular activities enables students to participate in and reflect on the educational journey from preschool through the university admissions process. Students are a respected part of the learning process shared with parents and teachers. They are encouraged to be risk takers, unafraid to ask questions and confidently seek answers.

QA students have unique opportunities to travel, study and participate in sports throughout the Middle East region and all over the world. Locally, Senior School students participate in and help organize the THIMUN Qatar Conference and Film Festival. Primary School students spend nearly a week each year off-site at QA's School Without Walls facility located along the coast of the Arabian Sea. Students also travel the globe, rock climbing in France, learning about human ingenuity at Space Camp in Turkey, visiting art museums in Italy, and performing community and service in Vietnam.





## Mission Statement

Qatar Academy offers a rigorous program encompassing an international English-medium education, Arabic and Islamic studies. The Qatar Academy community supports and challenges students to be critical thinkers, and active and contributing members of society through learning experiences serving the needs, interests and learning styles of each student.

## Vision Statement

Empowering students to achieve academic excellence and be responsible citizens.



## Person Specification

The successful candidate will:

- be an experienced educator who can demonstrate originality and innovation
- have substantial experience of school leadership within an IB School
- have extensive experience within an international setting
- have a sharp understanding of the business side of leading a school
- possess working knowledge of staffing structures with a strong pastoral sense
- understand how to prepare children for life after school, including access to higher education and the world of work; to entrepreneurship; to careers in the third sector, whilst retaining the flexibility to pursue paths not yet dreamed of
- be culturally aware and sensitive
- be a qualified teacher and a graduate of a recognised university, with a post-graduate qualification relevant to school leadership or an equivalent license
- have a commitment to holding the highest standards of learning for every student
- be a strong collaborator, able to lead and facilitate effective teams
- be a flexible thinker open to new pedagogical approaches and the use of technology and digital media to facilitate learning
- be able to provide critical and constructive feedback that inspires and supports the improvement of practice

If you smile when you think about children; when you're talking to parents; when you're discussing new ideas in education; when you're removing barriers to learning... If you can keep smiling when there are setbacks; when things don't go your way; when there are delays and frustrations... If you're a builder of teams; a mender of bridges; a developer of relationships...

if you never give up; always have options; are endlessly optimistic... you may be the person we're looking for.

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### **Duties and responsibilities**

- Be recognised as the face of QAD, within and beyond the school community
- Represent QAD at local and international events to create awareness of the School and its activities, and to build the School's reputation for excellence in education
- Lead the QAD community in the development and implementation of long-term and short-term plans
- Lead the development and implementation of all aspects of education within the School
- Plan, implement and facilitate professional development/in-service training for school staff
- Maintain open lines of communication regarding education with all interested parties; respond to concerns of parents, teachers, building and central office administrators and community members
- Plan an annual budget, present it to the Office of Pre-University Education for approval and oversee expenditure
- Oversee the preparation of monthly reports as required and present them for use in planning and decision-making
- Oversee any external accreditation processes and facilitate access to all information requested by the accreditation committee, and be willing to serve on accreditation committees for the accreditation of other schools
- Oversee recruitment, hiring and on-boarding of administrators, faculty and staff; oversee staff evaluations
- Oversee the collection of data on students, staff and programs, and ensure maintenance of its confidentiality
- Other reasonable duties as determined by the Executive Director of QF Schools

### **Salary and Benefits:**

Remuneration is highly competitive and will be commensurate with the qualifications and experience of the successful candidate. Benefits include a tax-free salary; housing, health, life and long-term disability insurance; annual home leave; shipping allowance; end of service gratuity; tuition benefits for Pre-K – Grade 12 school-age dependents Studying in Qatar.





## APPLYING FOR THIS POST

### Key dates:

**Closing date:** Friday 9th February

**Interviews in Doha – 4th & 5th March**

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

If you are keen to apply for the post:

- Visit the LSC Education website at [www.lsceducation.com](http://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](mailto:liz@lsceducation.com).

*Qatar Foundation Doha 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](http://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](http://www.lsceducation.com)