

October 2018

Dukhan English School

School Principal

Job Description & Person Specification

Our vision is for our students to be high achieving, healthy and happy individuals, well prepared to take their place as global citizens and leaders of the future.

Post: Principal (Grade 17)

Core Purpose:

As Principal you will be an inspirational leader with the drive and vision to lead Dukhan English School on its journey to become a centre of academic excellence and a place where our students can thrive and become happy and successful leaders of the future.

You will take a lead role within the organisation, ensuring that the core values of QP are embedded within the culture of the school and that these values of integrity, safety, excellence, collaboration, responsibility and respect, support the delivery of outstanding provision for our students.

Context:

Dukhan English School is unique in being not only the oldest international school in Qatar but also the only school serving the community of Dukhan and as such is vitally important to the success of the township as a whole. 1300 students are accommodated across both schools, the families of whom are all QP employees meaning that the sense of community is a key factor as to the success of the school.

This is an exciting time for Dukhan English School, a new, purpose-built primary school opened in August 2018 to accommodate students aged 3-11, a new secondary school is also planned and so there is much to look forward to.

The successful applicant will be committed to ensuring Dukhan English School continues to go from strength to strength and provides an international education that QP and the Dukhan community as a whole can be proud of.

Job Title:	Principal – Dukhan English School (DES)
Position No.:	12831
Reports to:	Head of Education
Directorate / Dept.:	Human Capital Directorate

Primary Purpose of the Job

The core purpose is to provide professional leadership and management at DES, establishing a culture that promotes excellence and high expectations for all.

The Principal will be responsible for the implementation of a strategic plan that inspires and motivates students, staff and key stakeholders to create a vibrant learning environment that supports academic success and student wellbeing.

The Principal provides vision and leadership to give strategic direction under the overall supervision of the Head of Education, in formulating, implementing and reviewing the school improvement plan.

Principal Accountabilities

- Overall responsibility for insuring that positive, creative and innovative improvement planning is in place across the school and that there is a dynamic culture of continuing school improvement and high achievement;
- To be responsible for the day to day management of DES, ensuring that all students have access to a co-ordinated, challenging and coherent international education that supports excellent personal and academic outcomes;
- Overall responsibility to ensure that student performance is informed and supported by accurate and regular data gathering, this to be focused on the improvement of teaching and learning, the motivation of students, and a flow of high-quality information to parents;
- To support and line-manage the Heads of School, ensuring that their performance management objectives and those of their respective team members are in full alignment with the school's improvement plan;
- To take overall responsibility for the development, organisation and implementation of the school's policies for the safety, academic progress and wellbeing of students;
- To work closely with the Head of Education, to ensure that there is strong co-operation, co-ordination and communication across all the staff teams and that this energy is focused clearly upon the school improvement plan;
- To have overall responsibility for ensuring there is effective liaison with other educational establishments, local employers and other entities, in order to create and promote additional enrichment of learning opportunity for students and staff.
- Act as a lead ambassador for both QP schools and for QP by positively engaging with the wider school community and other stakeholder groups.
- Be an excellent practitioner who is an example to staff, students and parents in terms of:
 1. High personal standards with regard to leadership
 3. Excellent and up to date curriculum knowledge
 4. Leading planning, assessment and analysis of performance data to a high standard
 5. Having high expectations of student achievement and instilling this in others
 6. Commitment and professionalism

7. Organisational and school operation skills at whole school level

- Have overall responsibility to ensure all health and safety rules and guidance are adhered to and for the health and safety of students, staff and all site users
- Have overall responsibility to ensure effective Safeguarding and Child Protection procedures are in place and that appropriate action is taken if required.
- Support the Heads of School in leading colleagues to achieve the school priorities and targets and be accountable for outcomes.
- Have overall responsibility in ensuring that there is consistency of exemplary performance across all teams, by providing highly effective leadership and ensuring good support for all colleagues is in place
- Have overall responsibility to ensure high quality professional development is in place for all colleagues

Decision Making Authority

The Principal, under the strategic direction of the Head of Education decides on educational priorities for the school. S/he also has the lead input into whole school decisions and S/he carries out the performance management evaluations of Heads of School and/or any other staff as required.

Context / Special Features / Challenges

The Principal is highly visible throughout the school and in the community outside the school, has overall responsibility to drive school improvement and innovation, translating high level strategic objectives into day-to-day realities within the school.

QP expect employees (including the Principal) to work flexibly within the framework of the duties and responsibilities specified above. This means that the postholder may be expected to carry out work not specified in the job profile but which is within the remit of the duties and responsibilities.

Qualifications / Knowledge / Skills / Experience

- Qualified Teacher Status and NPQH
- At least three years' experience as an outstanding headteacher or principal, preferably in a high performing UK or international school
- Leadership experience of supporting students with EAL
- Successful leadership track-record, across a whole school context
- Continuing professional development relating to school leadership and Performance Management
- Strong analytical abilities and a track record of innovation
- Excellent interpersonal skills, especially in team-building, coaching and mentoring

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Person Specification

	Essential	Desirable
Qualifications	<p>Qualified teacher status (QTS) (A)</p> <p>National Professional Qualification for Headship (NPQH) or equivalent (A)</p> <p>Good Honours Degree (A)</p>	<p>Masters Degree or higher</p> <p>Any other qualifications relevant to a senior leadership role in education</p>
Experience & Understanding	<p>Can evidence at least three years, recent senior leadership experience as a successful headteacher (A,I)</p> <p>Proven experience of raising standards of achievement (A,I,)</p> <p>Has substantial experience of monitoring and evaluation, target setting, school improvement planning and curriculum leadership (A,I)</p> <p>Experience of establishing clear policies and practice throughout a school and implementing procedures to monitor and evaluate their impact. (A,I)</p> <p>Experience of working collaboratively with other schools aimed at enriching the learning experience of students. (A,I)</p> <p>Has in-depth knowledge of excellence in teaching and</p>	<p>Leadership gained within UK National Curriculum context</p> <p>Experience of leadership within a multi-cultural setting</p> <p>Experience of working with EAL students</p> <p>Experience of leading teaching and learning from across both primary/secondary age ranges</p>

	learning from within Early Years to Post 16 age range. (A,I)	
Abilities	<p>Able to build a coherent vision of excellence for the school and has the ability to work steadily towards this goal. (A,I)</p> <p>Able to make difficult decisions and follow them through. (A,I,R)</p> <p>Able to lead, manage and develop a culture of high expectations and appropriate challenge led by personal example. (A,I,R)</p> <p>Is able to design and deliver a broad and balanced curriculum, which includes innovative approaches to enrich the academic, cultural and sporting experiences of all students. (A,I)</p> <p>Ability to use a range of evidence including performance data, internal and external evaluations to impact on school improvement, including challenging poor performance (A,I)</p> <p>Ability to engage in a partnership with parents to enhance student's enjoyment, well-being, achievement and personal development. (A,I)</p>	
Skills and attributes	<p>Has excellent oral and written communication skills and excellent listening skills. (A,I,R)</p> <p>An inspirational leader, able to motivate and empower all staff and students (I,R)</p>	Can effectively use ICT to support communication with all stakeholders and to support learning

	<p>Able to establish trust and excellent working relationships with others, can deal sensitively with people and resolve conflicts and can demonstrate balanced and fair judgement (I,R)</p> <p>Is committed to personalised learning approaches, in order to ensure success for every student (A,I,)</p> <p>Can plan strategically and operationally to effectively allocate financial and human resources (A,I)</p>	
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Assessment evidence:

A – Application

I – Interview

R - References