

SHERBORNE

QATAR

PREPARATORY SCHOOL

Candidate Brief

THE SCHOOL

"Well behaved pupils that value the school and are keen to do well"

"Happy and engaged pupils who are reflective learners".

"A skilled, passionate and genuinely supportive teaching staff"

"The leadership team ensures the school runs well on a day-to-day basis. Routines and procedures are followed and understood by all".

BSO Inspection May 2017

Sherborne Qatar was founded in 2009 as the first overseas school developed by Sherborne School, Dorset. It was set up in partnership with Sheikh Abdulla bin Ahmed Al Thani (Chairman of Sharaka Holdings). It is a founding member of Qatar's Ministry of Education & Higher Education Outstanding Schools Initiative. It offers a British curriculum, taught in English, and a British independent school ethos. It is a Department for Education accredited British School Overseas (BSO), and a member of British Schools in the Middle East (BSME). The Headmaster of the Preparatory School is a member of the Independent Association of Preparatory Schools (IAPS). The Bursar is a member of the Independent Schools Bursars' Association (ISBA).

The Qatar National Vision 2030 explicitly sets out the state's intention to offer the best education possible not only to the expatriate community, but also to the children of its own citizens. Therefore, Sherborne Qatar admits boys and girls from a wide range of nationalities, all of whom must be proficient in English. The predominant group of pupils is made up of first-language English speakers from expatriate families.

Sherborne Qatar is a school of some 1131 pupils, covering the full age range, from Pre-School through to Upper Sixth. Sherborne Qatar Preparatory and Sherborne Qatar Schools are currently housed on two separate sites in Government-owned school buildings.

The curriculum is based on the National Curriculum for England in the Preparatory School and up to Year 9. Pupils in Years 10 and 11 are prepared for (I)GCSE examinations and in the Sixth Form for AS/A Levels. Demand for places at all levels is high and children are accepted only if they satisfy the admissions process. Alongside the full British curriculum, pupils can also learn Arabic, Islamic Studies and Qatar History.

There is a single Principal, who is CEO of Sherborne Qatar: the Prep School and Senior School each has its own Headmaster, Senior Leadership Team and Senior Management Team.

The Senior School aims to educate children for life in a global society, one in which many of them will be leaders of their generation. Sherborne Qatar pupils will aspire to attend the best universities in both the old and new worlds and those institutions in Qatar that will make up the Hamad bin Khalifa University.

Although a young school, Sherborne Qatar benefits from the long and reputable history of its mother school. Our aim is to bring to Qatar as much of the life of a British independent school as possible, at all stages of our pupils' time in the school. Sherborne Qatar Preparatory School and Sherborne Qatar School are based on the House system; all pupils wear the school uniform; all pupils are encouraged to participate in the wide-ranging enrichment programmes that are tailored to the ages of the pupils; drama, music, outdoor activities and sport play their part in the enrichment provision and are growing all the time.

Currently our school day runs from 7:30-1:30 with enrichment clubs from 1:45 to 2:30.

Virtually all of the teachers are British or have trained in the United Kingdom and have recent, relevant experience of the age group they teach. Interviews for teaching posts take place in Central London, and are conducted by the Principal and Headmasters.

The links between Sherborne School and Sherborne Qatar are deep-rooted and will remain as one of the most distinguishing factors in the development of the Doha schools. There are plans for teacher exchanges, building on the established annual pupil exchange visits, and we continue to explore opportunities for further cooperation and adventure.

The Principal, two Headmasters and the Bursar form the Sherborne Qatar Executive Team responsible for developing and establishing an outstanding educational institution, and the first choice of school for both local and expatriate parents.



QATAR

Celebrating its 40th anniversary in 2011, Qatar is still a young state. It recognises that its currently plentiful supplies of gas and oil will not always be there to sustain the economy, which is why there is a vision for a country that will contribute to the scientific, technological and medical research fields; a country that will act as a vibrant hub in the Middle East with strong diplomatic relationships across the spectrum of beliefs; and, a country that acknowledges its heritage but wants to develop at the leading edge of innovation and discovery.

There is little to want for in Doha. There are excellent facilities for daily life, from health clubs to shopping malls, golf courses to riding stables, cinemas to five-star restaurants. There is an international airport from which Qatar Airways fly to all parts of the globe.

Qatar has been chosen to host the World Cup in 2022. There are large-scale sports tournaments and competitions held in Doha every year. There is a full-time philharmonic orchestra, a superb opera house and open-air amphitheatre. There are art galleries and museums that tell the tale of not only eastern, but also occidental history and contemporary art. Extensive opportunities for water sports and outdoor activities exist.

Qatar is an exciting place in which to be, and Sherborne Qatar is delighted to be part of this country's development of a long-term future.

Useful websites:

www.visitqatar.qa/

www.qatarliving.com/



THE APPOINTMENT

Sherborne Qatar is seeking to appoint appropriately qualified graduates from September 2018. We welcome applications from both experienced and recently-qualified teachers. Sherborne Qatar works in collaboration with appropriate UK agencies so that NQTs can complete their induction year.

The following post are available:

- EYFS/Key Stage 1 Class Teacher
- Key Stage 2 Class Teacher
- PE Teacher (Boys)

Continuing Professional Development

Sherborne Qatar believes in the importance of CPD for all its teachers. There is a critical difference, however, between boosting one's own CV and engaging in professional development as part of the overall school development. Opportunities for professional development will be offered over the course of the two-year contract, both 'in-house' and through relevant outside organisations. These will be in line with the Prep School Strategic Plan, School Development Plan and teacher's own targets.

All new members of the teaching staff will have a mentor, who will support and guide them through many aspects of the initial year, working alongside the Head of Key Stage. We aim to guarantee that posts are successfully confirmed at the end of the probationary period.

SUMMARY OF BENEFITS

All contracts are for an initial period of two years and can be renewed. All employment contracts have six month's probationary period and are subject to Sherborne Qatar being able to obtain the necessary Residence Permit for the teacher (and resident family dependents up to a maximum of spouse and two children). Sherborne Qatar will meet the costs associated with the sponsorship of the teacher (and resident family dependents up to a maximum of spouse and two children).

Teachers are employed with single or married or family status. Dependents must be resident with the teacher in Qatar in order for married or family status to be maintained.

Salary/Summary of benefits

Teachers receive a tax-free, monthly salary, paid in arrears in Qatar Riyals into a bank account held in Qatar. The Sherborne Qatar salary scale ranges from approximately QAR 10,043 to QAR 16,223 There are limited responsibility allowances of between QAR 500 and QAR 1,000 per month.

A gratuity equal to three weeks' salary for each year of employment is paid on the final day of the contract.

The School meets the full cost of tuition fees for the first child and 75% for the second child at Sherborne Qatar Preparatory School or Sherborne Qatar Senior School. The school will not pay tuition fees at any other school.

At the beginning and end of the employment contract, the School meets the cost of a flight for the teacher (and resident family dependents up to a maximum of spouse and two children) from country of origin to Doha and return.

The teacher and any qualifying dependants will receive an annual flight allowance, calculated annually and based on a Doha-country of origin-Doha economy ticket with Qatar Airways.

At the beginning and end of the employment period, a freight allowance is paid against receipts to a maximum amount of QAR 2,500 for the teacher, QAR 1,000 for the spouse and QAR 1,000 each for up to a maximum of two resident dependent children.

A monthly travel allowance, in addition to basic salary, of QAR 750 is paid.

Employees are provided with furnished accommodation. Teachers must meet the cost in full of telephone and satellite television packages.

Those who work at Sherborne Qatar must make arrangements for their own pension provision.

Holidays

Teachers are entitled to take holiday during the usual Sherborne Qatar holiday periods; holiday cannot be taken during Sherborne Qatar term time. Teachers may be required by the Headmaster to work for short periods after the end and before the beginning of any term, for example INSET week.

Medical

The School meets the cost of private medical insurance through its providers (which covers treatment in Qatar, but excludes dental and maternity cover) for the teacher. The teacher pays for the spouse and resident dependent children in the scheme (currently at an annual cost of QAR 2,777 per person), but can opt out. The alternative arrangement for the spouse and resident dependent children is the Hamad Medical Card, which entitles them to be treated at the Hamad Medical Centre hospitals, the NHS equivalent in Qatar.

Teachers who choose to use another private medical scheme will not receive any assistance with those fees.

Safeguarding

Sherborne Qatar is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act (1974) and is subject to an Enhanced DBS Disclosure. All new employees are required to register with the DBS Update service at their own cost (currently GBP13/annum).

A successful applicant from outside the jurisdiction of the DBS will be required to provide an approved statement from the similar authority in the country in which he or she is currently based, and all other countries that they have resided in outside of the UK.

References

It is also a requirement of the recruitment procedure that a post cannot be confirmed unless satisfactory written references have been received, at least one of which must be from the current employer and all of which must be professional in nature.

APPLICATION

A letter of application together with a completed application form (available from the Employment Section of the Sherborne Qatar website www.sherborneqatar.org), curriculum vitae and the names and contact details of at least two referees should be sent by email to:

Nick Fawcett

Headmaster

Email: prepapplications@sherborneqatar.org

Please do visit our website for further information about the school. In the meantime, we look forward to receiving your application. Completed application forms should be returned by email to prepapplications@sherborneqatar.org by 24th June. However, we reserve the right to interview strong applicants prior to the closing date. Please note we do not accept CVs. Successful applicants will be required to travel to Qatar on approximately Friday 24th August 2018 for induction training. Interviews will be held via Skype with the Headmaster.

HEADMASTER'S STATEMENT OF EXPECTATIONS

All schools not only offer many more opportunities and activities than used to be the case but the expectations of parents, pupils and external agencies are higher and more demanding too.

In light of the greater involvement of and interest taken by parents in virtually all aspects of school life, it would be unwise not to try to live up to the raised expectations of our clientele. For the pupils to be well served in a school such as Sherborne Qatar, all members of the teaching staff need to contribute on a broad front to the life of the school and in line with the Teacher's Standards.

It is expected, therefore, that all colleagues will be involved in the major aspects of the school's life, which are:

- teaching (including preparation and regular appropriate marking of all written work)
- pastoral care
- physical, social and cultural activities
- supporting school events outside normal working hours

In addition, there are general responsibilities that all share, such as:

- in-service training and continuing professional development both in one's own subject and in other relevant areas of interest
- participating in local excursions and overseas trips

- keeping up to date with legal requirements (eg Health and Safety, Risk Assessments)
- regular attendance at whole-school events (eg assemblies, plays, concerts, competitions)
- monitoring pupils' behaviour and dress as a matter of routine
- communicating with colleagues to ensure the smooth running of the school
- various duties (eg playground supervision, dining hall supervision)

All colleagues are expected to contribute to the co-curricular life of the School and to take an active role in the Enrichment Programme throughout the year, for example

- by being involved with sports teams and events
- by organising and encouraging clubs or artist endeavour

By its very nature in a developing school, this list is not exhaustive.

Clearly, not all areas of involvement are the same in terms of time or intensity. Thus a heavy commitment in one aspect of school life might be balanced by a low involvement in another aspect of school life. Such situations will need the Headmaster's agreement.

High expectations and a multiplicity of opportunities are what will distinguish Sherborne Qatar as an 'outstanding' school rather than just a 'very good' one. Moreover, our shared goals will encourage real collegiality and our common sense of purpose.

DRESS CODE

All members of staff serve as role models for Sherborne Qatar pupils and the wider community. All colleagues should therefore dress professionally and appropriately, showing respect for local traditions and expectations. Members of staff are expected to follow the dress code as set out in the Staff Handbook whenever pupils are in school. The Headmaster may relax the dress code for specific occasions.

Clothing must conform to the local customs and cause no offence to any parent or local visitor.



JOB DESCRIPTION – CLASS TEACHER

Essential Qualifications: Educated to Degree Level and a Qualified Teacher

Reporting to: Head of Keystage and SLT

Tasks and Duties:

- To teach the class assigned by The Headmaster
- Work within all school policies and guidelines
- Plan, prepare and deliver effective lessons in line with Prep School curricular aims
- Provide suitable academic challenges that will allow each pupil to reach his or her potential
- Self-evaluate and review teaching methods, materials and schemes of work and make changes as appropriate
- Commit to in-service training (INSET) and continuing professional development (CPD)
- Maintain a well-managed classroom with a good work ethos
- Assess pupils' work effectively in a timely fashion and provide appropriate comments
- Maintain an up-to-date knowledge of the areas of the curriculum you teach
- Maintain records and write reports on pupils' progress and development
- Discuss progress with pupils, parents and colleagues
- Provide cover for absent colleagues if necessary
- Attend year meetings, staff meetings, parents' evenings and whole school events
- To make an active contribution to the school's Enrichment programme and Inter House events' programme
- As a Form Teacher undertake pastoral duties as required and to be responsible for the social and emotional development of the children in that form
- Provide opportunities to foster the spiritual, moral, social and cultural development of all pupils
- To undertake supervisory duties in line with published rotas

This list is not exhaustive. All teachers are expected to fulfil any reasonable request made by the Headmaster.

JOB DESCRIPTION – PE TEACHER (BOYS)

Essential Qualifications: Educated to Degree Level and a Qualified Teacher

Reporting to: Head of Department

Tasks and Duties:

- To teach the classes assigned by The Headmaster
- To coach the sports teams designated by the Head of PE
- To take school teams to matches as required
- Work within all school policies and guidelines
- Plan, prepare and deliver effective lessons in line with Prep School curricular aims
- Provide suitable physical challenges that will allow each pupil to reach his or her potential
- Promote a positive ethos in your teaching / coaching space
- Self-evaluate and review teaching methods, materials and schemes of work and make changes as appropriate
- Commit to in-service training (INSET) and continuing professional development (CPD)
- Help the PE Department maintain a well-managed PE Store
- Assess pupils' work effectively in a timely fashion and provide appropriate comments
- Maintain an up-to-date knowledge of the skills and games you teach
- Maintain records and write reports on pupils' progress and development
- To write sports reports for the school website, Twitter, newsletters and the school magazine
- Discuss progress with pupils, parents and colleagues
- Provide cover for absent colleagues if necessary
- Attend department meetings, staff meetings, parents' evenings and whole school events
- To make an active contribution to the school's Enrichment programme and Inter House events' programme
- Provide opportunities to foster the spiritual, moral, social and cultural development of all pupils
- To undertake supervisory duties in line with published rotas

This list is not exhaustive. All teachers are expected to fulfil any reasonable request made by the Headmaster.

PROFESSIONAL SPECIFICATION

We are looking to appoint teachers who in interview and by virtue of their qualifications and experience best demonstrates that they have -

- suitable qualifications for the responsibilities of the post
- the ability to fulfil the responsibilities of the post with energy, enthusiasm and excellence
- strong interpersonal and communication skills
- good listening skills and respect for all pupils
- the ability to explain clearly and have good presentation skills
- the ability to form relationships and to motivate young pupils
- the ability to generate enthusiasm for the work of the Department
- the ability to achieve high standards in teaching effectively throughout the age and ability range
- subject knowledge and application
- classroom management
- experience of assessment, recording and reporting pupils' progress
- a willingness to be involved in the co-curricular life of the school
- a commitment to personal and professional development
- a sense of humour
- demonstrate our school's values
- be a role model to all, through thought and deed
- can adapt to living in a demanding environment

