# \\Musnas04\mu59144$\My Documents\Logos\PDO School New Logo.JPG

# Job Description and Person Specification, Head Teacher

## Job Purpose and Context:

## The Head Teacher of PDO School is expected to lead and secure the achievement and maintenance of the school’s vision and mission to:

## *“Be the international school of first choice in Oman.”*

## *“To foster a Passion for Learning by providing all children with a nurturing yet challenging environment in which, they strive to r each for their full potential”*

## Shell and its affiliates operate primary schools in various locations worldwide. Shell and Shell affiliated schools significantly contribute to the employee value proposition of expatriate workers by providing high quality, international, education.

## To support the business in achieving its goal the Head Teacher should lead and contribute towards the fulfillment of the Shell vision statement: ‘*Shell schools will through excellent teaching and organization, maximize children’s learning in a way which enables them to achieve high social, personal and academic standards, enjoy learning, adapt to other education systems and develop both a national and an international perspective*’

### There are a number of competencies required to fulfil the position:

### 

* **Personal vision and learning.** Works and behaves in a way that is in keeping with the school’s vision and ethos and strives to achieve the schools collective goals. Has awareness about the international focus of the school. Demonstrates and fosters a sense of urgency and focused commitment to achieving results. Has the ability to perform effectively, despite time pressures and changing circumstances. Overcomes setbacks, disappointments or opposition and remains solution-focused, tactful and diplomatic.
* **Teacher Interpersonal intelligences.** Creates a friendly and cooperative atmosphere within the school and stimulates and achieves open communication. Is able to work with culturally diverse colleagues, children, parents and the wider community.
* **Teaching for learning.** Creates a powerful learning environment motivates the children to engage in their learning tasks, promotes independence and interdependence - help children acquire a national and international mindset.
* **Classroom management.** Secures a conducive environment for outstanding learning opportunities
* **Team Working.** Works **c**ollaboratively with team members to achieve shared goals. Encourages and supports their contributions, and facilitates the team’s effective performance. Represents the team to a range of stakeholders.
* **Educational communication and collaboration.** Involves all stakeholders in the wider expatriate community to support pupils’ learning.
* **Educational reflection and development.** Continually seeks to develop professionally. Reflects on professional practice and demonstrates ability to self-evaluate and development. Creates an environment that nurtures and develops others.

**The Head Teacher should demonstrate high levels of competency in:**

* Building shared vision.
* Championing customer and stakeholder focus.
* Maximising business opportunities.
* Demonstrating self-mastery.
* Displaying interpersonal effectiveness.
* Demonstrating courage.
* Motivating others.
* Valuing differences.
* Delivering results through others.
* Communication and interpersonal skills.

**As Head Teacher, you will:**

* Be an excellent teacher and effective, experienced school leader
* Have a proven track record of making a significant and positive impact upon the learning opportunities for children
* Secure and be accountable for the delivery of high standards in all aspects of the school
* Have excellent interpersonal and communication skills and be a good team player and team leader
* Play a leading role in demonstrating the excellence of our school to stakeholders and the local and wider community
* Compile and produce regular reports to the School Board and Shell Education Service Department about the progress and success of the school, and the successful implementation of the School Development Plan/Learning Improvement Plan against the set objectives

**You must have:**

* Qualified Teacher Status with significant and relevant experience in educational leadership and management
* A degree, or postgraduate qualification in education
* A professional interest in recent educational developments and initiatives
* Excellent leadership and management skills
* Excellent organisational and time management skills
* Excellent communication and interpersonal skills, and the ability to work successfully within an international context
* High standards and expectations of both yourself and others
* Experience of teaching and leading the English National Curriculum or equivalent
* Experience of teaching and leading the International Primary Curriculum or similar
* Experience of successful leadership in a multicultural and/or international school with children where English is a second language
* An understanding of the needs of a company school
* A proven record of leading HSSE and pupil safeguarding and knowledge of how this is applied in a school context

.

**You will experience:**

* The opportunity to work in an exciting international location.
* The opportunity to lead a well resourced school
* Good conditions of work.
* A competitive salary.
* Professional challenges with the support of a large multi-national company.

**All appointments are subject to:**

* A satisfactory medical examination.
* Satisfactory references.
* A visa being obtained by the operating unit to which you have been assigned and a work permit for you to work at that location.
* An ‘Enhanced Disclosure’ for UK, based applicants and a base country police clearance for others.

**Contracts are offered for 4 years in the first instance.**