

APPLICATION PACK FOR THE POST OF

PRINCIPAL

Dukhan English School,
Qatar



قطر للبترول
Qatar Petroleum

Co-educational • 3 to 18 Years • 1300 pupils



Required for August 2019

www.des.com.qa

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Anthony Millard
CONSULTING



Background - Dukhan English School

Qatar Petroleum manages two schools in the Middle East - Mesaieed International School and Dukhan English School. Both schools are non-selective and provide a quality educational opportunity for the children of the employees of Qatar Petroleum.

Qatar Petroleum owns Dukhan English School (DES), which is situated on the west coast of Qatar, a vibrant and multicultural school operating to serve the needs of the employees of Qatar Petroleum. It is one of the oldest English medium schools in Qatar, and traces its origins back to the early 1950s when British Petroleum, the operators of the Dukhan Field at that time, established a school in the building which was later the Dukhan Water Sports clubhouse.

As the Dukhan oil operations grew, the school continued to expand and Dukhan itself is now a multi-national town with residents of 47 different nationalities. The town and its school continue to grow and develop at a rapid pace.

The school has good on-site facilities as well as making use of community facilities that are close by. On site the school has a full size grass football pitch and a large grass playing field, there are two sports halls and a gymnasium. The school also makes use of the nearby community resources which include a 25 m swimming pool, a grass cricket pitch, tennis courts and a cinema. There is also a beach club that can be accessed for water sports.

The new primary school opened in August 2018 and provides a well equipped, state of the art, spacious learning environment that has been hugely well-received by both the school and the community. As DES is the only school in Dukhan, the opening of the new primary provision provides great potential for the school to become firmly established as the hub for the Dukhan community.

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.



The Appointment

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.

- 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
 2. Excellent and up to date curriculum knowledge
 3. Leading planning, assessment and analysis of performance data to a high standard
 4. Having high expectations of student achievement and instilling this in others
 5. Commitment and professionalism
 6. 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;

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- 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 and 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

- Qualified Teacher Status and NPQH
- Good Honours Degree
- Masters Degree or higher especially if relevant to senior leadership in education



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Experience

- Can evidence at least three years, recent senior leadership experience as a successful headteacher;
- Proven experience of raising standards of achievement;
- Has substantial experience of monitoring and evaluation, target setting, school improvement planning and curriculum leadership;
- Experience of establishing clear policies and practice throughout a school and implementing procedures to monitor and evaluate their impact;
- Experience of working collaboratively with other schools aimed at enriching the learning experience of students;
- Has in-depth knowledge of excellence in teaching and learning from within Early Years to Post 16 age range;
- Leadership gained within UK National Curriculum context;
- Experience of leadership within a multi-cultural setting;
- Experience of working with EAL students;
- Experience of leading teaching and learning from across both primary/secondary age ranges.



Abilities

- Able to build a coherent vision of excellence for the school and has the ability to work steadily towards this goal;
- Able to make difficult decisions and follow them through;
- Able to lead, manage and develop a culture of high expectations and appropriate challenge led by personal example;
- 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;
- Ability to use a range of evidence including performance data, internal and external evaluations to impact on school improvement, including challenging poor performance;
- Ability to engage in a partnership with parents to enhance student's enjoyment, well-being, achievement and personal development.

Skills and Attributes

- Has excellent oral and written communication skills and excellent listening skills;
- An inspirational leader, able to motivate and empower all staff and students;
- 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;
- Is committed to personalised learning approaches, in order to ensure success for every student;
- Can plan strategically and operationally to effectively allocate financial and human resources.

HOW TO APPLY

Closing date: 26th November 2018

Candidates wishing to apply should:

- Visit the AMC website, clicking on the link 'Apply Now (for current vacancies)' and complete the online form.
- Upload a CV and covering letter to complete the application process.
- If you encounter difficulty with the online procedure, please contact: nikki@anthonymillard.co.uk or telephone +44(0)203 4275414.
- For an informal discussion about the post please contact:
Nigel Woolnough
+44 (0)7717 580189
nigel@anthonymillard.co.uk
Hugo Besterman
+44 (0)7981 827607
hugo@anthonymillard.co.uk
- Applications will be acknowledged and then evaluated against the selection criteria.
- The letter of application should contain the names, addresses, email addresses and telephone numbers of three referees to include your current and past direct line manager.
- Full references will be required for the short list interviews, but will only be taken when AMC has received specific consent from candidates to do so.
- Short listed candidates will be required to bring original documentation, proof of identity and certificates with them to interview.

Dukhan English School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

Anthony Millard Consulting

Anthony Millard Consulting was established in the summer of 2004 to provide the British education sector, both in the UK and internationally, with first class strategic and recruitment consultancy.

In addition to managing the search and selection of Principals, Heads, Bursars, Marketing and Development Directors, advice is provided on governance, management structures, appraisal, development planning, marketing / PR and fundraising.

Our clients range from top international and independent schools to state comprehensive schools, to public and private companies involved in education. These clients are located globally and a list of them can be found on AMC's website.

Further information is available at
www.anthonymillard.co.uk

We have a sister company, AMC Teacher, which provides outstanding teachers to the world's top schools - www.amcteacher.co.uk

