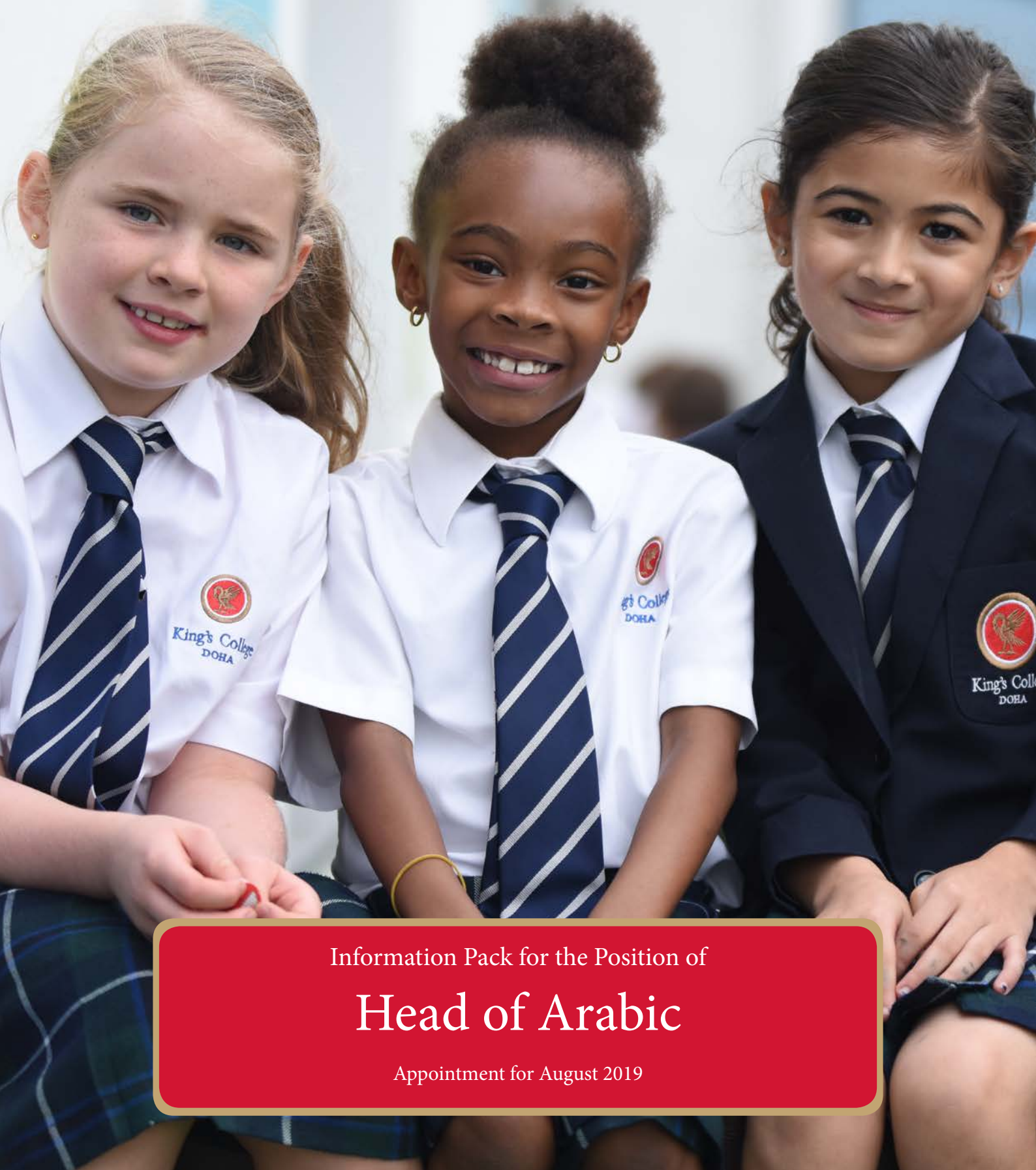




King's College

DOHA



Information Pack for the Position of

Head of Arabic

Appointment for August 2019



Prep School assembly in the KCD Atrium

01

KING'S COLLEGE DOHA

King's College Doha offers the international community of Qatar an outstanding UK-style independent-school education in some of the best facilities that the region has to offer. After a hugely successful opening in September 2016, the School has established itself as the leading Prep School in Doha and is oversubscribed.

The partnership with our UK parent school, King's College Taunton, is a great source of strength. Significant collaboration in areas such as vision and ethos, curriculum planning, professional development and co-curriculum opportunities, ensures that we maintain the highest international standards. Through the strength of our partnership, both children and teachers in Doha benefit from the expertise and reputation King's College UK has built over the past century and a half.

King's College Doha provides:

- a premium, diverse British curriculum in an international context;
- academic excellence for all;
- outstanding pastoral care and opportunities for personal development;
- a broad range of co-curricular activities as part of a fulfilling school day.

We combine an academic focus with a broad co-curriculum, offering all our pupils an extended and fulfilling day. Underpinning our curriculum is the value we attach to pastoral care. We understand that children fulfil their potential when they feel happy, supported and at ease in their surroundings. All members of staff, therefore, work hard to build a strong sense of community and promote supportive relationships, ensuring that children know that they always have a peer or an adult to whom they can talk.



01

KING'S COLLEGE DOHA

King's College Doha currently caters for 500 children, aged 3 to 11 (Pre-School to Year 6). Our first Year 7 cohort starts in September 2019, when we expect the number of children enrolled to increase to just over 580. Ultimately, the School will offer education through to Year 13. The structure will mirror that of King's College in the UK.

Pre-Prep	Pre-School (EY1) - Year 2
Prep	Year 3 - Year 8
Senior School	Year 9 - Year 13

The School is conveniently located in the district of Al Thumama, easily accessible from most parts of Doha and only a twenty-minute drive from the City centre. Our impressive campus houses some of the finest Prep School facilities in Qatar. These include a dedicated library, a central atrium, science labs, an art and design centre, music and drama classrooms and practice rooms, a mac lab, a sports hall, a brand new outdoor 25-metre pool with learner area, and outdoor games courts.

KCD is now BSME accredited and, according to the Ministry of Education, are already rated among the most outstanding schools in Doha after only two years of operation.



02

OUR FOUNDING SCHOOL - KING'S COLLEGE, TAUNTON



King's College in the UK is a co-educational independent school in Taunton, the bustling county capital of Somerset in the South-West of England. The School's history can be traced back as far as 1522. The current campus was established in 1880 to educate 750 boarding and day pupils between the ages of 3 and 18.

The College prides itself on being an outstanding educational establishment with a busy and purposeful school community. Children enjoy a challenging, holistic education in a progressive and stimulating environment. They benefit from first-class teaching facilities as well as from outstanding facilities for sports, music, arts and outdoor education. Children emerge from King's as well-qualified learners who are able to progress through to the best British universities and become well-rounded, balanced individuals.

Our connection with King's College UK permeates the School at every level from governance and management to classroom practice, co-curricular vision and the staff appointment process.

03

OUR HEADMASTER

The School's Headmaster, Nicholas has over twenty-five years of experience as a teacher and an educational leader in both International and UK schools. As a result, he brings a wealth of experience to King's Doha as a Head, a Board of Trustees Member and a Chair of Accreditation. He has a degree in Surveying, a Post Graduate Certificate of Education and the UK National Professional Qualification for Headteachers.



"Our aim is to provide an inspirational experience that prepares children for the next stage in their life within a happy, safe and nurturing environment. Of equal importance to the daily curriculum is our focus on developing well-rounded children. King's fosters an inspiring and caring environment, where every child is encouraged to fulfil his or her potential, whether in academia, music, sport or the arts."

Nicholas Gunn - Founding Head, King's College Doha

Nicholas is well supported by a dynamic and passionate team. Our teachers enjoy participating in every aspect of school life and understand the expectations and commitments that come with working in a young, ambitious school. In only a short time they have created a strong and supportive community, which helps to make King's College, Doha a fun and fulfilling place to work.






King's College
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KCD Atrium and Pre-Prep Breakout Area

04

LIVING IN QATAR

Surrounded by clear, shallow waters on three coasts, Qatar is one of the smallest Arab states in the Gulf region. Despite this, it has a big heart, huge ambitions, and a reputation for hospitality that reaches far beyond its borders.

Qatar has seen rapid growth and development over the last two decades. Helped by its rich oil and gas reserves, Qatar now has one of the world's highest GDP per capita incomes. Much of the country's progress has been centred on Doha, and there are few signs of this slowing. Lonely Planet articulates the sense of the excitement and energy currently felt in Doha.

“Whether it’s the stunning and constantly changing skyline or the massive investment the Qatari authorities are making in landmark cultural icons, this is a city oozing confidence and style, as at ease in its modern shopping malls as in its traditional souqs. Wander the reinvented and fabulously atmospheric Souq Waqif, wonder at the sheer beauty of the world-class Museum of Islamic Art and its exhibits or head out to Katara to explore – wherever you look, Doha is threatening to eclipse Dubai as the Gulf’s most dynamic city. Throw in a new Metro system in the making and the 2022 FIFA World Cup on the horizon, and the chances are that things are only going to get better.”



04

LIVING IN QATAR



Doha has a significant expatriate population, drawn to the City for several reasons:

- Its growing status as a regional economic and industrial centre means there are a range of well-paid job opportunities in various sectors such as healthcare, education, financial service, engineering, and hospitality.
- It is complete with all the conveniences and luxuries you would expect to find in a developed western city: international restaurants, luxury shopping malls, coffee shops, well known supermarkets, an efficient health system, five-star hotels, to name but a few.
- Despite being a modern city, Doha retains many traditional elements, and, through its world-famous museums and cultural centres, is a regional hub for art and music.
- Doha has much to offer for those interested in playing sports and partaking in outdoor pursuits. The beautiful waters of the Persian Gulf offer excellent water sports opportunities and the surrounding desert provide great conditions for pursuits such as dune bugging and quad biking. Furthermore, Doha has invested in several outstanding green park spaces and has some of the finest sports facilities in the world.
- Doha is also a regular venue for professional sporting events. Amongst others, it currently hosts international competitions in tennis, athletics, cycling and squash, attracting leading athletes in all cases. Its reputation as a sporting hub will only be enhanced by the football world cup in 2022 and the national sides recent victory in the AFC Asian Cup.

There is then the rest of the world... Doha's location makes it an amazing point from which to travel the world during the holidays. Incredible destinations in Asia, Africa, Europe and the Middle East are only a short flight away. With Qatar Airways flying direct to over 160 destinations, Doha is truly an excellent staging post.



One to One Lesson in the Pre-Prep Breakout Area

05

APPOINTMENT DETAILS

The Head of Arabic at King's College Doha is responsible for the management, organisation, operation, and administration of the School's Arabic Department. Arabic is the principal foreign language of the School and taught to all pupils in accordance with the Qatar Ministry of Education requirements. We are seeking an individual who can articulate and develop the vision and ethos of KCD, helping to inspire and empower staff, students and parents within the school community. The Head of Arabic will report to the Deputy Head – Academic.

Role and Responsibilities

School Values and Ethos

- Actively promote the School's vision through enthusiastic participation in all areas of School life.
- Share and support the School's commitment to provide an all-round, outstanding education for all our pupils.
- Always set high expectations, which inspire, motivate and challenge pupils.
- Have the highest aspirations for every pupil's development and achievements, both in and out of the classroom.
- Offer excellent pastoral care for all pupils.
- Respect and support Qatari culture.

Leadership and Curriculum Development

- Foster a passion for Arabic language, an excellent work ethic, and a culture of high expectations in which both staff and students fulfil their potential.
- Establish common practices and a shared vision within the Prep School's Arabic Department.
- Oversee curriculum development, lesson planning and schemes of work for the Arabic Department.
- Meet regularly with members of your department in order to review the previous term's work and plan for the forthcoming term.
- Monitor and evaluate curriculum provision, liaising with other Heads of Department, where appropriate, to implement action plans.
- Ensure that KCD's Arabic curriculum adheres to the standards established by the Qatari Ministry of Education.
- Have a thorough understanding of the purpose and aims of KCD's overall curriculum and ensure this is communicated effectively.
- Ensure that Arabic Teaching & Learning are appropriately aligned with the School's value-added measures.
- Ensure a personalised approach to learning is adopted and a variety of learning models and groupings are used by Arabic teachers.
- Liaise with the Learning Support Department regarding the development and collation of Individual Education Plans.
- Organise reflection with all delegated subject teachers and take the lead in appraisal of delegated teachers.

05

APPOINTMENT DETAILS

- Monitor the teaching of other members of the department by scrutinising children's work and observing lessons, thus playing a significant role in the professional development of colleagues.
- Supervise the production of appropriate exams or other means of assessment as and when necessary.
- Be responsible for the departmental budget and not overspend – any special expenditure must be planned in advance and any proposed spending in excess of delegated amounts must first be discussed with the Headmaster.
- Be responsible for producing an annual resource list for budgeting and planning purposes.
- Produce an Annual Subject Review of the current academic year prepare and implement an annual department development plan that will contribute to the overall School Development Plan.
- Ensure that technology is used effectively to support learning.
- Ensure a consistent and high-quality approach to assessment and reporting of Arabic throughout the School.
- Ensure all assessments and data with regard to this are completed within the agreed timeframes.
- Create and update curriculum handbooks and policy documents.
- Identify opportunities for staff CPD and to ensure that a strong professional development framework is in place.

Teaching and Learning

- Foster a passion for Arabic, an excellent work ethic, and a culture of high expectations in which both staff and pupils fulfil their potential.
- Teach well-planned, engaging and creative Arabic lessons, ensuring that the needs of all children are met.
- Set pupils challenging learning and developmental goals, and to draw upon varied strategies, resources and technologies to support pupils in achieving these goals.
- Follow school procedures for assessing, recording and reporting on children's achievements and to use this information effectively to convey progress in report writing and record keeping.
- Provide pupils with regular written and oral feedback and encourage them to reflect and respond to their feedback.
- Undertake pastoral/supervisory duties as required.
- Use interesting, inspiring and innovative displays.
- Attend INSET as required by the Headmaster or Deputy Head - Academic and lead or support professional development opportunities as required by the School.
- Lead and participate in school activities outside the classroom, helping to deliver a broad co-curriculum and build a strong sense of school community.
- Abide by the objectives and targets of the school, and follow the procedures and practices utilised in all aspects of the work, including computerised and manual systems and the maintenance of relevant records.
- Fulfil personal requirements where appropriate with regard to School policies and procedures, particularly safeguarding, health and safety, equal opportunities, customer care and promotion of the School's core values.

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APPOINTMENT DETAILS

Contribution to the School Community

- Lead and participate in school activities outside the classroom, helping to deliver a broad co-curriculum and build a strong sense of community.
- Offer excellent pastoral care for all children.
- Value the home-school partnership, working closely with other members of staff to establish and manage good relationships with parents as partners in their children's learning.
- Support the school's image in the community.
- Support policies and procedures currently in place, including those in the Staff Handbook.

Administrative

- Supervise and manage the Arabic team, including budget, management, resource purchasing and management.
- Lead the set-up of both formative and summative assessments, the moderation of marking, and the recording of assessment data.
- Implement and oversee standardised assessments.
- Have oversight of all Arabic assessment data and identify students who need support or extension; work with relevant teachers to provide support of extension.
- Ensure that Arabic classrooms are an attractive orderly place where equipment and resources are well managed.
- Develop an Arabic Teaching Handbook to reflect the KCD way of teaching Arabic including all relevant policies and procedures
- Contribute and help plan Parents as Learners sessions
- Contribute to the planning of Student Interview sessions
- Contribute to the development of new policies, ensuring alignment with the school mission and vision.
- Carry out an annual stock take and be responsible for monthly budget monitoring and ordering of textbooks and other resources.
- Make effective use of learning assistants to support children in their learning.
- Ensure that all aspects of Health & Safety are fully understood, and all procedures followed, completing appropriate Risk Assessments where necessary.

Professional Standards

- Attend assemblies, departmental meetings, parents' evenings, school functions and other staff meetings as required by the Headmaster or Senior Leadership Team.
- Recognise the importance of being an exemplary role model to all children within the School.

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APPOINTMENT DETAILS

- Maintain high standards of professional behaviour in accordance with the school ethos, including time-keeping and personal presentation.
- Take personal responsibility for evaluating and reflecting upon your teaching in order to continually develop and improve your practice.
- Ensure that your classroom is an attractive orderly place where equipment and resources are well managed.
- Undertake a certain amount of administration and other tasks related to the post either at the direction of the Headmaster or Senior Leadership Team or by using his or her initiative.
- Always maintain professional and productive relationships with colleagues.



05

APPOINTMENT DETAILS

Person Specification

Qualifications

- A good degree from an established university
- A professional teaching qualification equivalent to a UK PGCE or QTS

Experience and Knowledge

- High levels of subject knowledge (required)
- Experience teaching in the UK or within an international school context (required)
- At least eight years of relevant teaching experience (desirable)

Personal Qualities

- Ability to inspire children with a love of learning (required)
- Leadership qualities, with ability to command respect from students, staff and parents alike.
- Excellent administrative and organisational abilities.
- Good communication and IT skills.
- Ability to understand the needs, challenges and opportunities of an international school community.
- Ability to stretch the most able, whilst also ensuring the curriculum is accessible to all.
- Ability to inspire children with a love of learning.
- Willingness to contribute to all aspects of school life.
- Strong personal-relations and team-working skills.
- Energy, charisma and dynamism with the vision and drive to create productive learning environments and excellent outcomes for all children.
- Rigorous can-do attitude, positive team player with a sense of humour.

Remuneration

The successful candidate will receive excellent salary package and benefits commensurate with their experience. This will include:

- An excellent tax-free salary
- Accommodation (if recruited from overseas)
- Start and end of contract flights
- Medical insurance
- Annual flight allowance
- 100% tuition fee concession for up to two children
- An end of contract gratuity

06

HOW TO APPLY

In order to apply, please read the details of the candidate information pack, complete all the sections of the application form, including the supporting statement that sets out your interest in this position, how you believe you meet the requirements of the role and your ambitions for the School.

King's College Doha is part of EduReach Education's network of schools. Completed applications should be sent to szetinglee@edureach.co.uk by the closing date, **Friday 22nd March 2019**.

Applications will be reviewed as they are received. Early application is advised with interviews possibly being arranged in advance of the closing date. King's College Doha reserves the right to make an appointment before the closing date.

To arrange an informal discussion about the role, please email Sze-Ting Lee at szetinglee@edureach.co.uk. Please visit our website at www.kingscollegedoha.com for further information about the School.

Safeguarding and Privacy

King's College Doha is committed to safeguarding and promoting the welfare of children and expects all the staff to respect this commitment. The post is subject to applicants providing a satisfactory Police Clearance Certificate (an ACRO certificate if applying from the UK) from their home country that is less than 6 months old. Three satisfactory professional references will also be required.

If successful, for visa purposes applicants will need to supply relevant degree certificates, university transcripts and proof of being a 'full time' student. These documents will need to be attested by the Ministry of Foreign Affairs and Qatari Embassy in the applicant's home country.

By applying to this post, you agree to your data being held and processed by King's College Doha and its affiliates. If you are appointed to the post you also agree to additional information, including sensitive data such as bank details and medical information, being held by King's College Doha and its affiliates.



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