

Head of Subject Department Application Pack 2019



Application Pack

Letter to Applicants
Selection Arrangements
Ta'allum Education Profile - Our Vision
Job Description and Person Specification
Recruitment Statement



March 2019

Dear Applicant

Thank you for your interest in the post of Head of Department.

Our aim is to develop the potential of all students, both in the classroom and outside by aiming for excellence in all that we do and encouraging students and staff to do the same. Our school is unique in providing for the needs of our mainly Qatari pupil population with our mission to develop 'Academic leaders with Islamic values.' Our most valuable asset is our talented and dedicated team of highly qualified teaching and support staff. They provide care, guidance, support and inspiration to all students in a learning environment characterised by high standards of behaviour and mutual respect.

We are proud to be a part of the Ta'allum Group of Schools and take the professional development of all our staff very seriously. We offer a range of development opportunities for our staff both within our school but also within the wider Ta'allum Group.

You will find a job description, along with further details about the post, the Academy and the wider Ta'allum Group of schools from the information provided.

To apply please use the TES online application form including a brief supporting statement, outlining your skills, experience and motivation for joining the team in Doha.

Please visit our websites – www.taalumgroup.com and <http://aja.edu.qa/> to find out more about our Academy and the Ta'allum Group of schools. Candidates are very welcome to arrange an informal discussion with Peter Kubicki, Ta'allum Secondary School Improvement Consultant, about the post prior to application. Tel: 00 974 50373045 pkubicki@taalumgroup.com

Interviews will be conducted by Skype for candidates abroad or in person for candidates already in Doha.

We look forward to receiving your application.

Yours faithfully,

James Batts (Head of Secondary)



About the Ta'allum Group - Education Profile

The Ta'allum Group of Schools comprises Al Jazeera Academy, Al Maha Academy for Boys and Al Maha Academy for Girls.

Introduction to Ta'allum - Excellence in Education

i The Ta'allum Group is dedicated to excellence in education. We are a successful and forward thinking organisation epitomised by our distinctive educational vision as **'a progressive institution of learning experiences offering quality education based on an Islamic ethos that aims to serve humanity.'** We aspire to the highest international educational standards, aiming to secure the best learning outcomes for our students in academic excellence, leadership skills and Islamic values.

With over 13 years of commitment to our unique brand of holistic education, Ta'allum has carved a popular and respected niche for itself within the State of Qatar, creating a brilliant future for its students by preparing them to be successful leaders and active members of society. **Ta'allum Academies provide an extraordinary community for children to grow and learn.**

Ta'allum Group was formed under the auspices of the Emiri Decree, aligning itself with recognised international educational standards. It emerged as a result of the beneficence of the Ghanem Bin Saad Al Saad & Sons Group (GSSG) and is currently responsible for three academies in Doha, Qatar; Al Maha Academy for Boys, Al Maha Academy for Girls and Al Jazeera Academy with 'all through' educational provision at KG, Primary and Secondary level.

Ta'allum Schools were established in the **firm belief that Qatar must provide a world-class education system for its citizens** with the highest standards of academic excellence and cultural integrity. We are fully committed to contributing towards Qatar's potential for international prominence.

Rising Levels of Success

i In the recent past Ta'allum Academies have made significant strides forward, evidenced in the upward trajectory of our external exam results, successful Qatar National Schools Accreditation and positive ethos. Ta'allum's unique blend of modern, global education alongside respect for Arabic heritage and culture, is increasingly appreciated by our parent and stakeholder groups. As a direct result of parental oversubscription **Ta'allum will soon expand to a 4th Academy** with 'state of the art' buildings currently under construction. Further plans are also at an advanced stage for new Ta'allum schools in Al Wakra and Malaysia.

Partnership and collaborative work are growing across the organisation and key to our success at every level in developing the very best standardised education practice. This ensures consistency and high standards across Ta'allum Academies.

Almost 100% of Ta'allum students successfully complete their Thanawia and the vast majority of Ta'allum students will move on to University, whether locally in Doha or abroad to universities in the UK and US. They are the leaders of tomorrow.

3 Ta'allum's Distinctive Vision and Mission

- i** Our goal is to help every child to learn and acquire Islamic knowledge alongside building a solid foundation in all academic subjects. This will help them develop and gain true Islamic values and thereby make a valuable, correct moral and social contribution to the community in which they live.

"Creative learners today, our future leaders tomorrow"

Ta'allum Schools - Learner Outcomes

Academic Achievement and Leadership with Islamic Values are the characteristic hallmarks of our students. This is what distinguishes our students from others.

Learner Outcome 1	Our students are Academic
Strand 1:1	They are lifelong learners
Strand 1:2	They are creative thinkers
Strand 1:3	They are bilingual
Strand 1:4	They are confident
Strand 1:5	They are innovative
Strand 1:6	They are independent
Learner Outcome 2	Our students are Leaders
Strand 2:1	They have strength of character
Strand 2:2	They are organised
Strand 2:3	They are confident
Strand 2:4	They are responsible
Strand 2:5	They are future leaders
Learner Outcome 3	Our students practise and exemplify Islamic values
Strand 3:1	They adhere to the Five Pillars of Islam
Strand 3:2	They have good morals
Strand 3:3	They are polite
Strand 3:4	They are considerate

The Ta'allum Curriculum - An Unrivalled Learning Experience

- i** Ta'allum's broad, vibrant curriculum provides a firm foundation for future success with a balance of exciting, engaging, pupil centred learning experiences to nurture enquiring minds, encourage self-motivation and develop a **love of learning**. Our curriculum promotes education based on **thinking skills in a safe and encouraging environment**, built upon strong human relations and the **positive values** of compassion, tolerance and perseverance. Pupils follow a curriculum for a majority of the time **based on the English National Curriculum** and **conducted in English** with Upper School pupils taking mainly Edexcel iGCSE and AS qualifications. The ethos of the Academies and the curriculum are underpinned by positive Islamic values. These values are planned for and integrated across the curriculum (also promoted by the active Tarbeya organisation.) Arabic, Islamic Studies and Qatar History are studied for up to one third of curriculum time.

Language learning is a central feature for Qatar in its development. Ta'allum's curriculum programmes preserve culture and Arabic language alongside English language learning in order to give students a competitive edge in international employment. Our students are dual linguists and there is a rich array of programmes and competitions such as the Qatar Debates public speaking



competitions and Arabic Story writing to engage students in language development. **High proficiency and confidence in First Language Arabic is an important and required credential for the future of our students as Qatari leaders.** Our curriculum is designed to educate the whole learner.

Ta'allum – High Quality Teaching, Learning and Assessment

- i** Excellent relationships and a focus on high quality teaching and learning lead to high academic standards during the 13 years that the majority of students are part of our Academy family. **Teaching and Learning is at the heart of the Ta'allum educational process** and its purpose is explicit within all our plans. The quality of the classroom interaction is of fundamental importance in raising standards of achievement. The **active participation of students** is essential if the process is to be successful and this requires teaching staff to use a varied range of teaching methods, different teaching styles, differentiation, excellent learning resources and strategies which focus on learning as well as on teaching.

Our **culture of care** provides students with the **confidence and independence they need to succeed**. We believe that order and respect are at the heart of creating a climate for success. To this end we insist on smart uniform, **good behaviour and politeness**. In turn this underpins our aim to enable students of all abilities to discover and develop, not only their academic potential, but also their creative and sporting talents. In an ever changing world of employment, where we are preparing our students for jobs that have not even been conceived yet, we are committed to ensuring that our students are positive leaders, strong problem-solvers and develop the life-skills required to prepare them for life after school.

Well defined **Assessment is also central to the Ta'allum educational process**. It is the process by which we identify whether our students' learning has been successful and whether teaching has been effective. Recording and reporting of assessments are important. Students need to be aware of how well they are doing in school and to know how well they are performing in relation to their potential; what level they are working at and what they need to do in order to improve and move on to the next level. Parents are regularly informed of how well their child is progressing and developing. **Ta'allum is currently pioneering increasing degrees of Assessment** through use of the OWLTS software system.

Islamic Values and Leadership - A Culture of Care

- i** We seek to develop an ethos in Ta'allum Academies based on the very best universal Islamic values. This is conducive to the highest standards of pupil learning and achievement and we foster an environment where all participants respect and care for each other. Everything we do, and importantly, the way in which we do it, is focused on these purposes. Our community values knowledge, truth, beauty, wisdom, honour, compassion and service. At our schools, we have embarked on this 21st century journey with a spirit of adventure and a sense of fun!

Through the inspiration of Mr. Ghanim Bin Saad Al Saad, Ta'allum's Group Chairman, our Academies are integral partners in the **nationally endorsed Tarbeya programme**, promoting Islamic values to underpin all we seek to achieve with our students. Ta'allum Academies share this commitment to positive Islamic and universal values. We value people, learning, partnerships, relationships, sustainability, and stewardship. **Our values are not merely words to us. They offer direction and a sense of moral purpose as we strive to fulfil the complex yet rewarding mission of transforming and enriching the lives of our students.** Promoting, encouraging and instilling values in young people are among the cornerstones of every society. Beyond academic teaching,



Ta'allum schools recognise the strong impact on our young people's character, imparting in them values such as curiosity, achievement, and citizenship.

The Head of Tarbeya coordinates a broad range of opportunities project including a tutorial programme, scout camps, cultural competitions and sports international enrichment trips and a sense of how the values can be incorporated into all lessons. There is a wide range of programmes, including **Qada (Leadership), Holy Qur'an and Hadith memorisation competitions, Makarem and Rahul.**

Ta'allum is proud of its commitment to implement vision into practice. This includes the adoption and implementation of the interactive educational Al Hidayah' programme, based on the principle of partnership between teacher, student and parent with the goal of deepening the skills of understanding the Holy Qur'an, promoting concepts to be applied in practice. In addition, there are opportunities for students to participate in Holy Qur'an competitions as well as the allocation of extra sessions in the school timetable for Holy Qur'an memorization.

Our courses in interpersonal learning incorporate reference to the importance of developing **strong emotional intelligence and empathy.** The academic and interpersonal strands are complemented by our enquiry based learning approach that also develops our students' internationalism and global awareness.

Digital Transformation

i Digitalisation is a key component in our vision for success and Ta'allum and is at the cutting edge of our development. The **rapidly evolving digital technologies which continue to shape our world present our students with vital learning opportunities.** It is a salutary reminder that all our present students will work with technologies which have not been invented yet! Thus we see technology as **crucial to accessing learning.** Every Ta'allum student has an electronic tablet for use in class and at home, strengthening parental involvement and effectively encouraging learning 24/7. The school is a Microsoft partner with all 3 Academies designated as **'Microsoft Expert'** schools – the first schools in Qatar to be accredited with this prestigious designation. Staff have benefitted through worldwide training opportunities. Online assessment is becoming firmly established for students. Strong data analysis using the PowerBI and the SIMS systems provides insights for staff to personalise and target teaching according to individual student needs.

Extra Curricular Activities - A Wealth of Enriching Opportunities

i We provide an extensive programme of extra-curricular activities through which students **extend their learning, build teamwork skills and develop friendships.** We want students to aspire to be the best in every aspect of school life, tackling fresh challenges and taking pride in their achievements. Students participate in a broad range of after-school and breaktime activities as well as homework and revision clubs. Our students participate in an extensive programme of inter-school competitions, with our sports teams enjoying considerable success at local and national levels. In school, they enjoy enrichment days – when the timetable is suspended to allow them to participate in a variety of activities – and they are inspired by visiting speakers from business, the arts and voluntary organisations. Students raise considerable sums for a range of charities, particularly Qatar Cancer charities.

Extra-curricular activities also play an important role in helping to accomplish balance in students' academic journeys. We are committed to broadening students' horizons through an enriching and holistic experience for all students. The commitment of the staff team has been instrumental in fashioning a rich array of extra -curricular opportunities, including the Model United Nations and Qatar Debates to promote public speaking and engagement with critical world issues. Our students gain confidence, understanding and empathy.



A plethora of Leadership opportunities are available to students whether in school through School Councils or including the Qatar Leadership Conference, 'Reach Out to Asia' programme and charity fundraising. Interpersonal learning stresses the importance of developing strong emotional intelligence and empathy

A Bright Future for Ta'allum Group

i These are exciting times for Ta'allum Education. We are extremely optimistic about the next stages of our development. In the year ahead our Academies have candidacy for prestigious **international accreditation with the Western Association of Schools and Colleges**. The new Academy buildings edge closer to completion and we seek to develop increased 2 year Advanced level courses to enhance our existing curriculum offer. As an organisation we will never stop learning or become complacent. We have a heightened awareness of the constant process of change in education which emphasises our need to play to the strengths and skills of our team. We are determined to continue our positive progress, **committed to the Emir's 2030 Educational vision and fulfilling our goal of offering the highest quality education to all our students.**

Dr Mohammed Saefan
Director of Education, Ta'allum Group

Job Description – Head of Subject Department

Organizational Relationships:

Reports to: Head of School or Deputy Head of School (as per latest Organization Chart of the School)

Correspond with: Staff, Students, Parents, Lead Teacher colleagues in partner schools.

Responsible for teaching staff and specified staff in the department.

Teaching Load

50% of the Teaching Load as per the approved timetable of the school.

Job Purpose:

- Under the reasonable direction of the Head of School, carry out the professional duties of a Head of Department as set out in the current Ta'allum expectations
- Raise standards of student attainment and achievement within the whole curriculum area and monitor and support student progress through robust assessment in line with the Ta'allum policy.
- Be accountable for student progress and development within the subject area.
- Develop and enhance the teaching practice of others.
- Ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students in accordance with Ta'allum and the academy's aims and curricular policies.
- Be accountable for leading, managing and developing the subject/curriculum area.
- Manage effectively and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.

Liaising with: Head of School, Senior Leadership Team, other Heads of Department/ Coordinator, Student Support Services, relevant support staff, external agencies and parents.

Strategic/Operational Planning

- Lead the development of appropriate syllabuses, resources, schemes of work, marking policies, programmes of study, assessment and teaching and learning strategies in the department.
- Be responsible for the day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources.
- Monitor actively and follow up student progress.
- Implement school policies and procedures, e.g. health and safety, etc.
- Work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.
- Lead and manage the planning function of the department, and to ensure that the planning activities of the department reflect the needs of students within the subject area, SDP/FIP and the aims and objectives of the school.
- Ensure that the work in the curriculum area over all Key Stages fully reflects the school's distinctive ethos and mission.
- Foster and oversee the application of E learning and technologies in the department.
- Ensure that health and safety policies and practices, including risk assessments, throughout the department are in-line with national requirements and are updated where necessary, therefore liaising with the school's Health and Safety Manager.
- Fully support the ongoing development of the Ta'allum Assessment Policy. Maintain the security and integrity of the Assessment system at all times.

Curriculum Provision and Assessment

- Liaise with the Deputy Head Teaching and Learning (or Head of School) to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme complements school self-evaluation and the School Improvement Plan.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying within the department, in accordance with the aims of the school and the curricular policies determined by the Academy, Ministry of Education, British National and the Head/Deputy teacher
- Use attainment data provided by the school to monitor the progress of students taught ensuring that effective use is made of the data to set targets for achievement in the concerned Subject Area;
- Monitor the progress of students and identify underachievement ensuring programs of support are in place to maximise the potential of all students
- Ensure that individual learning targets are set for all students;

Curriculum Development

- Lead curriculum development for the whole department.
- Keep up to date with national and international developments in the subject area and teaching practice and methodology.
- Actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- Liaise with the Deputy Head Teaching and Learning (or Head of School as appropriate) to maintain accreditation with the relevant examination and validating bodies.
- Be responsible for the development of key skills in subject
- Ensure that the development of subject is in line with national and international developments.
- Collaborate with primary school to ensure progression in learning

Staffing

- Work with the Deputy Head Teaching and Learning (or Head of School as appropriate) to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- Continue own professional development as agreed with Deputy Head/ CPD Leader.
- Be responsible for the efficient and effective deployment of the Department's support staff.
- Undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated department.
- Make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the Cover teacher/relevant staff to secure appropriate cover within the department.
- Participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
- Promote teamwork and to motivate staff to ensure effective working relations.
- Participate in and contribute to the school's CPD programme.
- Be responsible for the day-to-day management of staff within the designated department and act as a positive role model.

Quality Assurance

- Ensure the effective operation of quality control systems.
- Establish the process of the setting of targets within the department and work towards their achievement.
- Establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department.
- Contribute to the school procedures for lesson observation.
- Implement school quality procedures and ensure adherence to those within the department.
- Monitor and evaluate the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria.
- Seek/implement modification and improvement where required.
- Ensure that the department's quality procedures meet the requirements of self -evaluation and the Strategic Plan.

Management Information

- Ensure the maintenance of accurate and up-to-date information concerning the department on the SIMS management information system.
- Make use of analysis and evaluate performance data provided through Power BI and the outcomes of assessment.
- Identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- Produce reports within the quality assurance cycle for the department. Provide a termly performance report for the Head/Deputy teacher
- Produce reports on examination performance, including the use of value-added data.
- In conjunction with the relevant Deputy, manage the department's collection of data.
- Provide the Governing Body with relevant information relating to the department's performance and development.
- Prepare an annual department improvement plan and staff development plan for the department in accordance with the School PMS plan
- Monitor staff absence within the department and provide appropriate support and guidance;
- Oversee and support the professional conduct of the staff in the department. Monitor and advise staff on appropriate professional conduct
- Induct new staff to the department including newly qualified teachers in accordance with school policy and oversee the work of initial NQTs as appropriate.

Communications and Liaison

- Ensure that all members of the department are familiar with its aims and objectives.
- Ensure effective communication/consultation as appropriate with the parents of students. Ensure a prompt response to parental enquiries about individual student progress within the department
- Liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.
- Represent the department's views and interests.
- Contribute to the planning and delivery of school liaison activities.
- Lead the development of effective subject links with partner schools and the community, promoting subjects effectively at liaison events in school, partner schools and the wider community.
- Promote actively the development of effective subject links with external agencies.
- Chair department meetings and attend meetings in accordance with the published schedule
- Allocate teachers to teaching groups and manage staff in the department

Management of Resources

- Manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
- Work with the Deputy Head Teaching and Learning in order to ensure that the Department's teaching commitments are effectively and efficiently time-tabled and roomed.

Pastoral System

- Monitor and support the overall progress and development of students within the department.
- Monitor student attendance together with students' progress and performance in relation to targets set for each individual, ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- Act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description/staff handbook.
- Contribute strongly to Values Integration, and support the school's distinctive Islamic identity according to school policy.
- Ensure the behaviour management system is implemented in the department so that effective learning can take place.

School Ethos

- Play a full part in the life of the school community, to support its distinctive mission and ethos and encourage and ensure staff and students follow this example
- Promote actively the school's corporate policies.
- Promote enrichment and extra-curricular activities within the department to enhance learning
- Comply with the school's health and safety policy and undertake risk assessments as appropriate. Be proactive in all matters relating to Child Protection and Safeguarding
- Share the responsibility with other Heads/Managers for the maintenance of a learning environment and the well-being of students throughout the day and at the end of the school day
- Ensure all classrooms and corridors in the vicinity of and relating to the Department have inspiring displays of material including students' work which is regularly updated

Qualifications:

Educational Qualifications: BA Degree in Education or BA Degree with PGCE in Education (for specialist subjects, degree is a must in the subject area that the teacher will teach)

Number of years of experience: Minimum of 5 years teaching experience at an International School(s) and 5 Years' experience as Primary Coordinator

Certification: Valid Teaching License required for all Teachers

Specialized training required (if any): Single subject teaching credential or certification if teaching a specialized subject

Area of experience required:

- Meet professional teacher education requirements of Ta'allum Group and or Ministry of Education of State of Qatar
- Experience teaching the National Curriculum for England in the UK or an international setting
- Previous experience working with students whom English is not their first language
- A high level of professionalism and consideration of the well-being of children
- Recent and consistent involvement in extra-curricular activities

- Respect for Islamic religion, Arabic and Qatari traditions, all members of school community, irrespective of position, gender, age and ethnic background

Competency requirements: (State the competencies required for this job)

Strong leadership skills, supervisory experience, and willingness to accept responsibility as a leader and supervisor of a full instructional staff.

Must possess excellent organizational skills as well as an ability to work cooperatively with others

Must possess a genuine interest in the academic, social, and emotional growth of adolescents, exhibit maturity and a positive attitude, and be willing to serve as a role model for students.

Key competencies include:-

Self-motivation
High energy level
Attention to detail
High work standards
Problem solving
Decision making
Organizing and planning
Learning orientation
Critical thinking
Flexibility and adaptability
Positive and solution-focused attitude to working life

Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.

Demonstrate timeliness and attendance for assigned responsibilities

Demonstrate preparation and skill in working with students from diverse cultural and ability backgrounds.

Meet everyday stress with emotional stability, objectivity, and optimism.

Maintain a personal appearance that is role model of cleanliness, modesty, good taste, and agreement with school policy.

Demonstrate skill when managing student behavior, intervening and resolving discipline problems as per Policies & Procedures of the School.

Actively participate responsibly in School improvement initiatives

Good verbal, oral and written communication skills in English. Speak with clear articulation.

Refuse to use or circulate confidential information inappropriately. Avoid off-the-cuff comments and inappropriate communication of administrative, staff, parent, or student information.



Children Safeguarding and Welfare

Ta'allum Group is committed to safeguarding and promoting the welfare of children and has zero tolerance to any divergence from Children Safeguarding and Welfare. All applicants must be willing to undergo child protection screening, including checks with past employers, prohibition from teaching and the Disclosure & Barring Service.

All Successful applicants will be required to provide criminal records check from the Disclosure and Barring Service (DBS) before employment is confirmed. Candidates from outside the authority of the DBS will be required to provide an approved Certificate from the similar authority in the Country in which he/she is currently residing.

Confidentiality

The nature of your responsibility means that during the course of your employment you will see or have access to information of a confidential nature relating to the work of the school or the health or personal affairs of students, parents and staff. Under no circumstances should such information be divulged or passed on to any unauthorized person or organization.

The post holder hereby undertakes and agrees to the Confidentiality Agreement/Policy of Ta'allum Group as stipulated in the HR Staff Handbook.

Additional Information

Education is an ever-changing service and all staff are expected to participate constructively in schools activities and to adopt a flexible approach to their work.

The duties and responsibilities listed above are provisional. Further details may be supplied when the person is appointed. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

It is understood that areas of responsibility of the job description are not necessarily a comprehensive definition of the post or an exhaustive list of all duties performed. The main duties and responsibilities are indicated above. Other duties of an appropriate level and nature may also be required, as directed by the Line Manager.

This job description might be reviewed from time to time and where possible, and will be varied in the light of the business needs of Ta'allum Group. The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

The job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it may be so construed.

This job description shall be discussed with the relevant employee and he/she should be made aware of his authorities, responsibilities and roles in support of company's objectives and the competency requirements. An uncontrolled copy of relevant job descriptions can be distributed to employee and modifications made should be communicated to him. This Job Description is made in 2 Copies. 1 copy should be kept in employee file in HR Dept. and 1 copy to be handed over to the employee.

Head of Subject Department– Person Specification		
Criteria	Essential	Desireable
Qualifications & Training		
Qualified Teacher Status	✓	
Good Honours degree in related subject	✓	
Additional, relevant, professional qualification or Masters degree		✓
Experience		
Teaching experience at Key Stage 3-4	✓	
Teaching experience at Key Stage 5		✓
Previous experience of leading a Science department		✓
Evidence of successful teaching which has led to a demonstrable impact on student achievement	✓	
Mentoring / coaching, or other development work with colleagues	✓	
Evidence of relevant Continued Professional Development		✓
Previous leadership experience		✓
Experience of delivering high quality CPD to other colleagues	✓	
Awareness of or experience of the Primary Science curriculum		✓
Skills & Knowledge		
Communicate effectively, orally and in writing	✓	

Demonstrate effective planning and teaching skills	✓	1 and 2
Present confidently to a large group of students	✓	1 and 2
Present confidently to a large group of adult professionals	✓	1 and 2
Work with others to achieve common goals	✓	1 and 2
Use / analyse assessment and performance data to raise standards	✓	1 and 2
Provide clear direction and to inspire, motivate and enthuse others.	✓	1 and 2
Confident in own ability to be effective and take on challenges.	✓	1 and 2
Good ICT skills	✓	1 and 2
Form good working relationships with all staff and students	✓	1 and 2
Excellent behaviour management	✓	
Support staff and students in maintaining high standards		
Efficient and effective administrative, organisational and personal management skills	✓	
Clear understanding of school self-evaluation	✓	
Awareness of the performance management and how this impacts on middle and senior leaders.	✓	
Up to date awareness of curriculum requirements for faculty area	✓	

Personal Attributes Able to motivate others and to adopt a positive approach to education Commitment to extra- curricular activities Energy, enthusiasm and perseverance Reliability and integrity	✓ ✓ ✓	✓
Leading and Managing Staff Experience of working in and leading staff teams Ability to delegate work and support colleagues in undertaking responsibilities Experience of performance management and supporting the continuing professional development of colleagues	✓ ✓ ✓	
Health and Safety/Safeguarding An understanding of health and safety issues A clear understanding of Safeguarding responsibilities and requirements	✓ ✓	

Recruitment and Selection Statement

1. The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. Ta'allum is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other workers in the Academy to share this commitment. It is recognised that this can only be achieved through sound procedures, good co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.
2. Ta'allum is committed to ensuring that the recruitment and selection of all who work within the Academies is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job.
3. Ta'allum will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to

work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role.

4. Ta'allum will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. The school will monitor the compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed to the school.
5. The following pre-employment checks will be required:

Receipt of at least two satisfactory references*

Verification of the candidate's identity

Satisfactory Disclosure and Barring Service (DBS) disclosure

Verification of the candidate's medical fitness

Verification of qualifications

Verification of professional status where required e.g. QTS status (unless properly exempted)
the production of evidence of the right to work in the UK.

NB It is illegal for anyone who is barred from working with children to apply for, or work in a school in any voluntary or paid capacity.

*In exceptional circumstances, where you have good reason not to want your referees to be contacted prior to interview, you should set out your reasons with your application form. Ta'allum HR will liaise with you and where they agree to defer in such cases, referees will be contacted immediately after interview and before an offer of employment is made.

6. Ta'allum will keep and maintain a single central record of recruitment and vetting checks.
7. Ta'allum requires all staff and volunteers who are convicted or cautioned for any offence during their employment to notify the school in writing of the offence and penalty. All applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Criminal Records Disclosure. A previously issued Disclosure and Barring Service Disclosure Certificate will only be accepted in certain restricted circumstances.

The Disclosure and Barring Service has published a Code of Practice and accompanying explanatory guide. This School is committed to ensuring that it meets the requirements of the Disclosure and Barring Service in relation to the processing, handling and security of Disclosure information.

Referees

In order to comply with the guidance on safer recruitment, you are requested to provide referees in line with the following guidance:

- One reference from your current employer
- One reference from your previous employer if employed by them within the last 5 years, otherwise one from another suitable professional.

Salary and Benefits Package:

- Competitive Tax free salary, depending upon qualifications & experience
- Two Bedroom Fully Furnished Apartment with paid utilities

- Joining/repatriation ticket, Yearly annual return ticket, medical insurance, visa and residency for self and one nominated dependent
- Private medical insurance for self and one nominated dependents
- Free Schooling at Ta'allum Group Schools - 100% discount on tuition, registration and exam fees
- End of Service Benefit Gratuity of 21 days of basic salary as per Qatar Labor law

Paperwork Requirements: Notarized and Attested academic degrees, teaching certificates, transcripts, marriage and dependent birth certificates. You will be advised of school requirements.

The selected applicant will be required to provide criminal records check from the Disclosure and Barring Service (DBS) before employment is confirmed. Candidates from outside the authority of the DBS will be required to provide an approved Certificate from the similar authority in the Country in which he/she is currently residing.

Interviews by Skype

To apply for this post please submit the completed application form including a supporting statement outlining your skills, experience and motivation for joining the Ta'allum Group team in Doha. Completed applications should be submitted using the online application form.

Enquiries can be made to recruitment@taalumgroup.com. Please visit our websites – www.taalumgroup.com and <http://aja.edu.qa/> to find out more about Al Jazeera Academy and the Ta'allum Group of schools.

You can also find us on social media portals such as Instagram @ taalumgroup or aja.qatar

