

PRIMARY DEPUTY HEAD

School: Primary

Location: West Bay Campus

Reports To: Senior Vice Principal-Head of Primary

Indirect Reports: Vice Principal-Teaching and Learning, Vice Principal-Student Welfare

Contract: Rolling, Fixed-term contract

Working Hours: Full-time, 7.00am until 2.00pm, Sunday to Thursday

Closing date: 20 October 2019

Interviews: Initial interviews by video conference week commencing 3 November 2019

Second interviews to take place in Qatar week commencing 24 November 2019

JOB DESCRIPTION

Primary Objective of Role

The Deputy Head will ensure a high-quality provision of and support in all areas of the curriculum, with a focus on both the academic achievements of students as well as the pastoral care of students, staff and parents. The Deputy Head will promote the values of High Performance Learning and ensure that they permeate all aspects of life at Doha College Primary West Bay. They will have high expectations of academic standards and pastoral care and create a safe and welcoming environment which is conducive to highly effective learning. As a leader of teams they will promote a culture which is centred around commitment, enthusiasm and cooperation. This seminal role of Deputy Head is focused on developing effective relationships in order to enable our students to be the very best they can be.

Accountability and Responsibilities

Areas of Responsibility

- Liaise effectively with Senior Colleagues and the Senior Vice Principal-Head of Primary
- Deputise for the Senior Vice Principal-Head of Primary in their absence



- Take a collective leadership responsibility for High Performance learning, and systematic approaches to ensuring all students achieve highly
- Be a member of the Primary Leadership Team
- Provide leadership towards academic achievement and pastoral care across the school, working with the Vice Principals, taking responsibility for inspections and accreditations
- Contribute to and maintain, an up-to-date Staff Handbook and school policies
- Support and mentor colleagues new to the School, including NQTs and students
- Work closely with the Vice Principals to ensure systems are aligned with the whole school vision including overseeing systems for interventions across the Primary Schools, and to ensure consistency of provision
- Attend Board of Governors meetings as required
- Ensure the ethos of High Performance Learning is central to our approaches in supporting learning
- Oversee systems for interventions across the Primary School, collaborating with leadership across both Primary Schools to ensure consistency of provision
- Organise, in liaison with senior leaders, staffing of key activities and events, be a presence on the campus and at school events
- Advise and line-manage aspects of the Heads of Years' roles with regards to pupil management and day-to-day campus organisation
- Deal with general complaints from the school community
- Oversee timetables and work with the Assistant Heads to manage the operational running of the school
- Coordinate visitors to Doha College Primary West Bay
- Know the children and be a regular presence in the classroom, liaise with Vice Principals to ensure consistency in Teaching and Learning and positive behaviour across whole school
- Meet with Assistant Heads and Heads of Year to ensure academic standards are upheld and expectations are consistently high
- Lead transition across the Primary School and work closely with Vice Principal Quality Assurance and Secondary colleagues to ensure consistent approaches, exploring opportunities to collaborate more closely
- Act as Deputy Designated Safeguarding Lead

Staff

- Take a lead in promoting and promulgating the High-Performance-Learning culture of Doha College
- Take a collective responsibility for maintaining a culture of purpose, discipline and ambition in the Primary School
- Participate in recruitment and appointments of new staff to the Primary School
- Line-manage the Assistant Heads in West Bay Primary
- Line-manage and regularly meet with the Heads of departments/subjects
- Oversee the assessment cycle and House system working closely with the Vice Principals to ensure there is connectivity to the whole school approach, working alongside the Secondary School to promote joint work and transition between schools
- Arrange with Human Resources the induction and training of staff
- Ensure the well-being of staff is supported and the induction of new staff is jointly planned with Human Resources



- Oversee arrangements for staff training as delegated by the Senior Vice Principal-Head of Primary and/or the Vice Principals
- Be the main contact for Health and Safety concerns in all areas of the school and liaise with the Facilities Manager as and when required; oversee Health and Safety and logistical aspects of all trips
- Take part in resolving formal staff complaints/grievances and disciplinary action
- Line-manage Teaching Assistants and support staff at a strategic level

Students and Parents

- Liaise with Assistant Heads and Heads of Year to maintain high expectations for all students, including working with SEN and the strategic tracking of interventions
- Liaise with the Front Office & Admissions team over the placement of pupils in houses
- Advise the Heads of Year on matters pertaining to the students' academic progress and behaviour, working closely with the Assistant Heads to support learning
- Oversee the programme of Year Group assemblies and help maintain and further embed a culture of purpose, discipline and ambition
- Promote the vision, culture and ethos of Doha College
- Oversee student leadership opportunities across the Primary School, supporting the Assistant Heads
- Advise and support all middle and senior leaders in dealing with students and their parents
- Manage major disciplinary incidents (suspensions), with assistance from the Assistant Heads
- Be an integral part of the Admissions process as appropriate
- Support positive pupil behaviour and connect achievement to pastoral well-being
- Engage the wider school community
- Chair School Council meetings
- Oversee the work of the Heads of Year with regards to parental requests for early departures and late returns to school, liaising with front office staff
- Ensure the coordination of all matters relating to SIMS and the parent portal
- Coordinate arrangements for and communicate with parents in case of severe weather conditions and break times

Teaching

- This post is non-teaching however the post holder would be required model Teaching and Learning excellence across the school

Safeguarding

Doha College is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening, including reference checks with previous employers and a criminal records check. Teaching staff will also be subject to a Barred List and Prohibition from Teaching Check



PERSON SPECIFICATION

Key Requirements

Qualifications

- Qualified Teacher Status
- Evidence of recent professional development
- Degree and/or relevant qualifications
- Training in leadership and management

Experience

- Relevant experience of leadership across the primary phase including Foundation Stage, KS1 and KS2
- Previous experience of successfully leading and managing year groups and curriculum implementation
- Experience of allocating and managing a budget
- Proven experience of implementing school improvement strategies with a tangible impact on teaching and learning
- Experience of developing and implementing a range of summative and formative assessment procedures
- Experience of whole school assessment processes
- Experience of observing and evaluating the quality of learning and teaching
- Experience of mentoring and/or supporting colleagues
- Experience of organising/delivering teacher or support staff training
- Experience of supporting whole primary school behaviour management

Skills, Knowledge and Abilities

- Good understanding of High Performance Learning and best practice in teaching and learning
- Have a good understanding of National Curriculum requirements and appropriate Primary frameworks
- A working knowledge of strategies and techniques for raising pupil attainment
- Knowledge and experience of school development planning
- Ability to analyse, interpret and act on performance data
- Ability to be an excellent classroom practitioner able to lead by example
- Knowledge and experience of a range of teaching and learning styles and strategies including the use of IT
- Ability to identify and action areas for improvement
- Empathy with children
- Ability to remain positive, professional, enthusiastic and maintain a sense of humour when working under pressure
- Adaptability and flexibility
- Strong interpersonal skills, ability to lead, motivate, challenge and inspire colleagues and give feed-back in a supportive manner



- Ability to establish credibility with all staff and build team capacity
- Ability to establish positive relationships with parents, carers, colleagues and governors
- Proven ability to maximise resources
- Ability to maximise potential of all staff
- High expectations and a commitment to raising standards of attainment
- Commitment to equal opportunities for students and colleagues
- Ability to embrace change and help others to manage the change process
- Good organisational and personal management skills
- Ability to work effectively as part of teams at all levels

Commitment to doing procedures

To apply for this vacancy, please complete an application form and send it to dohacollege@academicnetwork.co.uk.

For further information on the position or to arrange an informal, confidential conversation please email our recruitment partner, Monika Fryzicka on monika@academicnetwork.co.uk

