



SHERBORNE
QATAR
SCHOOL FOR GIRLS

Candidate Brief

Sherborne Qatar School for Girls, a STEM School, will open in September 2020 on a brand-new site near Doha Festival City, Qatar.

We are looking for enthusiastic and innovative teaching professionals to join this new school and help our Founding Headmistress develop our ethos inside and outside of the classroom.

The school is for girls from Pre School to Year 12 and will be marketed equally to local pupils and expats, but we anticipate the majority of girls coming from the local community. We will have a 3-form entry in all year groups, except for Pre School where we will have just 2 classes. The total number of pupils in the school is expected to rise to 952 within 5 years and there will be a maximum class size of 24.

The school will be divided into 3 sections: Pre-Prep (EYFS & KS1), Juniors (KS2) and Seniors (KS3 & KS4) and there will be a Headmistress, a Head of Pre-Prep and a Head of Juniors to run the school. They will be supported in the Senior School by a Deputy Head (Academic) and a Deputy Head (Pastoral). The senior girls will take I/GCSE's and AS level examinations but not A Levels as these are not required to achieve the Qatari Certificate of Secondary Education or for admission into Qatari Universities.

The whole school will follow the British National Curriculum for most of the subjects and The Ministry of Education of Qatar's curriculum for Arabic and Islamic Studies. The language of the playground will be English. In Pre-Prep we anticipate a focus on language acquisition, ensuring that the girls can speak and write in both English and Arabic, whilst still following the full EYFS curriculum. From upper KS2 and into the Senior School we will teach all the compulsory subjects to the highest possible level, but we also want to develop a specialism in STEM.

The school will have 5 science labs, 4 IT Rooms and a special dedicated VR Room, along



with a wonderful art room and age appropriate libraries. The school will also have a 25m swimming pool, a large sports hall, dance studio, an astro sports pitch and 2 roof top tennis courts, an indoor play area and an examination hall. We believe we have the facilities and resources to become a leading school in STEM for girls within the country.

We want the girls to be future leaders in their chosen professions. We want to use the STEM subjects to develop confidence within the girls, to encourage them to use their imaginations, to develop teamwork and collaboration and to develop a sense of purpose, of charity and service. We want them to take their opportunities to develop as 21st century learners and strive to be the very best they can be. Excellence will be encouraged in all areas of school life.

Sherborne Qatar will have 3 other schools in Qatar, 2 Prep Schools of 664 pupils and a Senior School that is still maturing but will eventually reach 1200 pupils. These schools are coed, and we do not anticipate any of our schools being in competition with each other but simply enhancing our educational provision and providing greater choice to families in Qatar.

Continuing Professional Development

Sherborne Qatar believes in the importance of CPD for all its teachers. There is a critical difference, however, between boosting one's own CV and engaging in professional development as part of the overall school development. Opportunities for professional development will be offered to help support the school's development priorities as well as individual teacher training needs.

All new members of the teaching staff will have a mentor, who will support and guide them through many aspects of the initial year, working alongside the Head of Department. We aim to guarantee that posts are successfully confirmed at the end of the probationary period.



The Appointment

Sherborne Qatar School for Girls is seeking to appoint appropriately qualified graduates from September 2020. We welcome applications from both experienced and recently qualified teachers. Sherborne Qatar works in collaboration with appropriate UK agencies so that NQTs can complete their induction year.

Application Process

Please complete the TES online application form (Quick Apply) and upload a covering letter explaining why you wish to apply for the post and what skills and qualities you can bring. Completed applications should be submitted by Friday 17th January, 2020. Interviews will take place in London from Saturday 26th January, 2020. Please note we do not accept CVs. Successful applicants will be required to travel to Qatar on approximately Wednesday 19th August, 2020 for induction training before the start of term.

For further information regarding Sherborne Qatar, please visit www.sherborneqatarsfg.org.

Sherborne Qatar is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening, including reference checks with previous employers and criminal record checks.



Life in Qatar

Celebrating its 45th anniversary in 2016, Qatar is still a young state. It recognises that its currently plentiful supplies of gas and oil will not always be there to sustain the economy, which is why there is a vision for a country that will contribute to the scientific, technological and medical research fields; a country that will act as a vibrant hub in the Middle East with strong diplomatic relationships across the spectrum of beliefs; and, a country that acknowledges its heritage but wants to develop at the leading edge of innovation and discovery.

There is little to want for in Doha. There are excellent facilities for daily life, from health clubs to shopping malls, golf courses to riding stables, cinemas to five-star restaurants. There is an international airport from which Qatar Airways fly to all parts of the globe. Doha was chosen to host the recent IAAF World Championship Athletics, the FIFA World Cup in 2022 and the World.

Swimming Championships in 2023. There are large-scale sports tournaments and competitions held in Doha every year. There is a full-time philharmonic orchestra, a superb opera house and an open-air amphitheatre. There are art galleries and museums that tell the tale of not only eastern, but also occidental history and contemporary art. The new Museum of Qatar, opened in 2019 and is housed in an amazing building, tells the story of Qatar. Extensive opportunities for water sports and outdoor activities exist. Qatar is an exciting place in which to be, and Sherborne Qatar is delighted to be part of this country's development of a long-term future.

Useful websites

www.visitqatar.qa

www.qatarliving.com



Summary of Benefits

All contracts are for an initial period of two years and can be renewed. All employment contracts have a six-month probationary period and are subject to Sherborne Qatar being able to obtain the necessary Residence Permit for the teacher (and resident family dependents up to a maximum of spouse and two children). Sherborne Qatar will meet the costs associated with the sponsorship of the teacher (and resident family dependents up to a maximum of spouse and two children).

Teachers are employed with single or married or family status. Dependents must be resident with the teacher in Qatar in order for married or family status to be maintained.

Salary/Summary of benefits

Teachers receive a tax-free monthly salary paid in arrears in Qatar Riyals into a bank account held in Qatar. The Sherborne Qatar salary scale ranges from QAR 10,043 to QAR 16,223. There are responsibility allowances of between QAR 500 and QAR 1,000 per month.

A gratuity equal to three weeks' salary for each year of employment is paid on the final day of the contract.

The School meets the full cost of tuition fees for the first child and 75% for the second child at Sherborne Qatar Preparatory School or Sherborne Qatar Senior School or Sherborne Qatar School for Girls. The school will not pay tuition fees at any other school.

At the beginning and end of the employment contract, the School meets the cost of a flight for the teacher (and resident family dependents up to a maximum of spouse and two children) from country of origin to Doha and return.



"Well behaved pupils that value the school and are keen to do well"

BSO Report

The teacher and any qualifying dependants will receive an annual flight allowance, calculated annually and based on a Doha-country of origin-Doha economy ticket with Qatar Airways.

At the beginning and end of the employment period, a freight allowance is paid against receipts to a maximum amount of QAR 2,500 for the teacher, QAR 1,000 for the spouse and QAR 500 each for up to a maximum of two resident dependent children.

There is also a generous monthly travel allowance, in addition to the basic salary.

Employees are provided with furnished accommodation. Teachers must meet the cost in full of telephone and satellite television packages.

Those who work at Sherborne Qatar School for Girls must make arrangements for their own pension provision.

Holidays

Teachers are entitled to take holiday during the usual Sherborne Qatar holiday periods; holiday cannot be taken during Sherborne Qatar term time. Teachers may be required by the Headmaster to work for short periods after the end and before the beginning of any term, for example INSET week.

Medical

The School meets the cost of private medical insurance through its providers (which covers treatment in Qatar, but excludes dental and maternity cover) for the teacher. The teacher pays for the spouse and resident dependent children in the scheme (currently at an annual cost of QAR 2,777 per person), but can opt out. The alternative arrangement for the spouse and resident dependent children is the Hamad Medical Card, which entitles them to be treated at the Hamad Medical Centre hospitals, the NHS equivalent in Qatar.

Teachers who choose to use another private medical scheme will not receive any assistance with those fees.

Safeguarding

Sherborne Qatar is committed to safeguarding and promoting the welfare of children and this post is exempt from the Rehabilitation of Offenders Act (1974). Applications are subject to appropriate police checks as required. Successful applicants outside of UK will be required to provide an approved statement from the similar authority in the country in which he or she is currently based, and all other countries that they have resided in outside of the UK.

References

It is also a requirement of the recruitment procedure that a post cannot be confirmed unless satisfactory written references have been received, at least one of which must be from the current employer and all of which must be professional in nature.

Job Description – Class Teacher

Essential Qualifications: Educated to Degree Level and a Qualified Teacher.

For EYFS/Key Stage 1 Recent training in Read Write Inc, Talk 4 Write and White Rose Maths (or similar) would be advantageous and for Key Stage 2 Talk 4 Write and White Rose Maths (or similar) would be advantageous

Reporting to: Head of Key Stage and SLT

Tasks and Duties:

- To teach the class assigned by The Headmistress
- Work within all school policies and guidelines
- Plan, prepare and deliver effective lessons in line with Prep School curricular aims
- Provide suitable academic challenges that will allow each pupil to reach his or her potential
- Self-evaluate and review teaching methods, materials and schemes of work and make changes as appropriate
- Commit to in-service training (INSET) and continuing professional development (CPD)
- Maintain a well-managed classroom with a good work ethos
- Assess pupils' work effectively in a timely fashion and provide appropriate comments
- Maintain an up-to-date knowledge of the areas of the curriculum you teach
- Maintain records and write reports on pupils' progress and development
- Discuss progress with pupils, parents and colleagues
- Provide cover for absent colleagues if necessary
- Attend year meetings, staff meetings, parents' evenings and whole school events
- To make an active contribution to the school's Enrichment programme and Inter House events' programme
- As a Form Teacher undertake pastoral duties as required and to be responsible for the social and emotional development of the children in that form
- Provide opportunities to foster the spiritual, moral, social and cultural development of all pupils
- To undertake supervisory duties in line with published rotas

This list is not exhaustive. All teachers are expected to fulfil any reasonable request made by the Headmistress.

Professional Specification

We are looking to appoint teachers who in interview and by virtue of their qualifications and experience best demonstrates that they have -

- suitable qualifications and experience for the responsibilities of the post
- the ability to fulfil the responsibilities of the post with energy, enthusiasm and excellence
- strong interpersonal and communication skills
- good listening skills and respect for all pupils
- the ability to explain clearly and have good presentation skills
- the ability to form relationships and to motivate
- the ability to generate enthusiasm
- the ability to achieve high standards in teaching effectively throughout the age and ability range
- subject knowledge and application
- classroom management
- experience of assessment, recording and reporting pupils' progress
- a willingness to be involved in the co-curricular life of the school
- a commitment to personal and professional development
- a sense of humour
- demonstrate our school's values
- be a role model to all, through thought and deed
- can adapt to living in a demanding environment.



"The leadership team ensures the school runs well on a day- to-day basis. Routines and procedures are followed and understood by all"

BSO Report

Headmistress's Statement of Expectations

All schools not only offer many more opportunities and activities than used to be the case but the expectations of parents, pupils and external agencies are higher and more demanding too.

In light of the greater involvement of and interest taken by parents in virtually all aspects of school life, it would be unwise not to try to live up to the raised expectations of our clientele. For the pupils to be well served in a school such as Sherborne Qatar School for Girls, all members of the teaching staff need to contribute on a broad front to the life of the school and in line with the Teacher's Standards.

It is expected, therefore, that all colleagues will be involved in the major aspects of the school's life, which are:

- teaching (including preparation and regular appropriate marking of all written work)
- pastoral care
- physical, social and cultural activities
- supporting school events outside normal working hours

In addition, there are general responsibilities that all share, such as:

- in-service training and continuing professional development both in one's own subject and in other relevant areas of interest
- participating in local excursions and overseas trips
- keeping up to date with legal requirements (eg Health and Safety, Risk Assessments)
- regular attendance at whole-school events (eg assemblies, plays, concerts, competitions)
- monitoring pupils' behaviour and dress as a matter of routine
- communicating with colleagues to ensure the smooth running of the school
- various duties (eg playground supervision, dining hall supervision)

All colleagues are expected to contribute to the extra-curricular life of the School and to take an active role in the Enrichment Programme throughout the year, for example

- by being involved with sports teams and events
- by organising and encouraging clubs or artist endeavour

By its very nature in a developing school, this list is not exhaustive.

Clearly, not all areas of involvement are the same in terms of time or intensity. Thus a heavy commitment in one aspect of school life might be balanced by a low involvement in another aspect of school life. Such situations will need the Headmaster's agreement.

High expectations and a multiplicity of opportunities are what will distinguish Sherborne

Qatar School for Girls as an 'outstanding' school rather than just a 'very good' one. Moreover, our shared goals will encourage real collegiality and our common sense of purpose.

DRESS CODE

All members of staff serve as role models for Sherborne Qatar School for Girls pupils and the wider community. All colleagues should therefore dress professionally and appropriately, showing respect for local traditions and expectations. Members of staff are expected to follow the dress code as set out in the Staff Handbook whenever pupils are in school. The Headmistress may relax the dress code for specific occasions.

Clothing must conform to the local customs and cause no offence to any parent or local visitor.

