



SHERBORNE QATAR

SCHOOL FOR GIRLS

## Candidate Brief

**S**herborne Qatar School for Girls, a STEM School, will open in January 2021 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 13 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 just over 950 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 & KS5) 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 two Deputy Heads. The senior girls will take I/GCSEs, AS level & A Level examinations. If pupils wish to leave at the end of Year 12 after having achieved the Qatar Certificate of General Education (QCSE) they will be able to do so to join the Foundation Year as part of their degree at Qatar 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, Islamic Studies and Qatar History. 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. We also want to develop a specialism in STEM and this will be taught through enquiry based learning.





The school will have 5 science labs, 4 IT Rooms and a special dedicated VR Room, along with a maker space, 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 STEM 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 the opportunity 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 is a group of schools with over 1300 pupils, covering the full age range, from Pre-School through to Upper Sixth. The Preparatory School is in Al Rayyan, the Senior School relocates to the Mall of Qatar in 2021 and the new Girls' School is located in Al Ebb, near to Doha Festival City. A new Junior School will take over the Bani Hajer site, vacated by the relocation of the Senior School. 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 or Head of Section. We aim to guarantee that posts are successfully confirmed at the end of the probationary period.



# The Appointment

**S**herborne Qatar School for Girls is seeking to appoint appropriately qualified graduates from September 2021. 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 no later than Friday 20th November 2020. Interviews will take place as soon as possible. Please note we do not accept CVs.

Due to expansion in our school and our sister schools we are likely to launch further recruitment rounds in December 2020 and March 2021. You are encouraged to apply early to secure your role.

Successful applicants will be required to travel to Qatar on approximately Wednesday 18th August 2021 for induction training before the start of term.

For further information regarding Sherborne Qatar School for Girls, please visit [www.sherborneqatarsfg.org](http://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

**C**elebrating its 50th anniversary in 2021, 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 World Club Cup football tournament, 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](http://www.visitqatar.qa)

[www.qatarliving.com](http://www.qatarliving.com)

[www.iloveqatar.net](http://www.iloveqatar.net)

[www.marhaba.qa](http://www.marhaba.qa)





# 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 under the age of 18). 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 under the age of 18).

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 per month. There are also 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 Schools, 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 under the age of 18) from country of origin to Doha and return.



The teacher and any qualifying dependents 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 under the age of 18.

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 approximately QAR 2,650 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. The school will arrange and cover the cost of the initial Hamad Medical Card. 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 headteacher or Principal and all of which must be professional in nature.

## Job Description – Teacher

Essential Qualifications: educated to degree level, DfE recognised teaching qualification in the subject the teacher will teach (secondary) or applicable to the section in which the teacher will teach (primary).

### Tasks and Duties:

- work within all school policies and guidelines
- accept the authority of line managers and those with delegated responsibility for specific areas or activities
- plan, prepare and deliver effective lessons in line with department and school curricular aims
- Be committed to helping deliver a rich STEM curriculum
- provide suitable academic challenges that will allow each pupil to reach his or her potential
- prepare pupils for public examinations at I/GCSE, AS & A Level in KS4 & KS5
- self-evaluate and review teaching methods, materials and schemes of work and make changes as appropriate
- commit to in-service training (INSET), mutual lesson observation 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 curriculum knowledge
- maintain records and write reports on pupils' progress and development
- discuss progress with pupils, parents and colleagues
- provide cover for absent colleagues
- assist in the invigilation of examinations
- attend departmental meetings, staff meetings, parents' meetings and whole school events
- Be committed to contributing to the school's extra-curricular enrichment programme



- assist with curricular and co-curricular activities beyond lesson time
- undertake pastoral duties as required, for example as a Tutor
- provide opportunities to foster the spiritual, moral, social and cultural development of all pupils

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

## Professional Specifications

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

- suitable qualifications 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 pupils
- the ability to generate enthusiasm for the work of the department
- 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; and can adapt to living in a demanding environment
- a strong commitment to helping to develop a start up school with a focus on STEM Education

# 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 (including acting as a Class Tutor)
- being an active member of the House (the School has Interhouse events throughout the academic year)
- physical, social and cultural activities
- supporting school events outside of 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 (e.g. Health and Safety, Risk Assessments)
- regular attendance at whole-school events (e.g. assemblies, plays, concerts, competitions)
- monitoring pupils' behaviour, use of English throughout the school and dress as a matter of routine
- communicating with colleagues to ensure the smooth running of the school
- various duties (e.g. playground supervision, dining hall supervision, invigilation)

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

- by offering additional academic clubs
- by being involved with sports teams and events
- by organising and encouraging clubs or artist endeavour
- by participating in the Duke of Edinburgh International Award
- 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 Headmistress'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 whenever pupils are in school setting of good example for our girls. 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. It should be neat, clean and in good repair at all times. Colleagues should not wear visible jewellery or similar artefacts that are culturally sensitive, distracting or which cause disruption to the educational environment.

