



SHERBORNE

QATAR

SCHOOL FOR GIRLS



FOUNDING HEADMISTRESS

CANDIDATE BRIEF



All pupils in photographs presently attend Sherborne Qatar.

# A Letter from the Principal & CEO

Dear Prospective Candidate

Thank you for your interest in Sherborne Qatar School for Girls. We are looking for a Founding Headmistress to open and grow our new school here in Qatar.

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 Head of Pre-Prep and a Head of Juniors to help you in the running of the school. You will also 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 and we are looking for a school leader with the passion to make this aim a reality.

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 c.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.

As the Headmistress of Sherborne Qatar School for Girls you will become a member of The Executive Team for Sherborne Qatar Schools, made up of the Headmasters and Headmistress of all schools, the Bursar, the Director of Arabic and Islamic, The Managing Director and myself. This group works on the development of all Sherborne Qatar Schools but also provides help, guidance and support when necessary. You will not be alone!

If, after reading this brief introduction to our new school, you are excited by the prospect of leading a new school, here in Qatar, then I encourage you to read the remainder of this candidate brief, to visit our websites ([www.sherborneqatar.org](http://www.sherborneqatar.org) and

[www.sherborneqatarsfg.org](http://www.sherborneqatarsfg.org)) and apply for a unique opportunity to lead, enhance and encourage the development of an exceptional group of girls.

However, if you are undecided and would like to have an informal chat before applying, please do not hesitate to contact the school (Emma Keefe [execsec@sherborneqatar.org](mailto:execsec@sherborneqatar.org)) and we can arrange a mutually convenient time to speak.

With best wishes and good luck.

A handwritten signature in black ink, appearing to read 'Nick Prowse', with a stylized, flowing script.

Nick Prowse, Principal & CEO of Sherborne Qatar.







# Introduction

The Principal of Sherborne Qatar is looking for an outstanding educational professional to join him at an exceptional time of growth and expansion, and to work in partnership with him, as Headmistress, to lead the

Brand New Sherborne Qatar School for Girls, opening in September 2020.

Sherborne Qatar School for Girls, a STEM School, will open in September 2020 on a brand-new site near Doha Festival City, Qatar. We hope the new Headmistress will be available to start in April 2020, to prepare the school for opening in September 2020. However, we can be flexible for the right candidate. The successful candidate, if available, will be invited to assist with recruitment of teaching staff in London in February 2020.

We are looking for a dynamic, innovative and proactive leader, with high moral and pastoral expectations, to build and develop our ethos inside and outside of the classroom whilst securing high levels of buy-in from all stakeholders.

## Core Purpose and Responsibilities

The core purpose is to lead the development of a new school within Qatar and to meet the aim of making Sherborne Qatar School for Girls the “Leading STEM School for Girls in Qatar.” In addition, the new Headmistress will have the responsibility;

- To establish an ethos that supports the values and mission of all Sherborne Schools in Qatar.
- To lead and operationally manage the new Sherborne Qatar School for Girls
- To develop an exciting curriculum for all pupils
- To ensure all pupils are engaged in their learning
- To ensure teaching and learning is of the highest possible standard

- To ensure procedures and policies are in place and adhered to with respect to the safeguarding of all children.
- To recruit, train and maintain the highest quality teachers
- To be responsible for the high moral standing of the school
- To establish effective and positive links with the community and parents
- To think strategically and in partnership with other Heads and senior colleagues, to ensure all Sherborne Qatar Schools are “the schools of choice” within Qatar
- To work with the Principal and Bursar to ensure pupil numbers meet the growth expectations of the school.
- With the help and support of the Marketing Manager, to actively market the school in the local community and online.
- To work with the Principal and Bursar to ensure the budgets are managed effectively.



*“A skilled, passionate and genuinely supportive teaching staff”. – BSO Report May 2017.*





# Information about our existing Schools

Sherborne Qatar School opened in 2009 and is proudly celebrating its tenth birthday this year. We opened our second school in 2013 and we now have our Prep School and Seniors School on separate sites, about 10 mins apart.

As an integral part of Sherborne School, one of the United Kingdom's oldest and most prestigious independent schools, we belong to a family of schools supporting each other. While the long history of our school gives our pupils a profound sense that they are part of a living tradition, we provide 1000 pupils from 54 nationalities with world-class British education that is shaped for the opportunities and challenges of the 21st century.

Excellence is encouraged in all areas of school life. We want our pupils to be the future leaders in their chosen professions and together to develop a sense of purpose, of charity and service. We want them to take their opportunities to grow as curious learners and strive to be the very best they can be, to flourish intellectually and take on new challenges, developing character, moral strength and a life-long love of learning.

We want pupils to develop a range of interests by participating in the extensive and varied Enrichment Programme, challenging them to both extend skills which they already have but also to try something new. The Enrichment Programme is developed to accommodate the diverse interests of our pupils and includes Netball, Cross Fit, Calligraphy, Drama, Sewing and Flamenco Dance to Arabic Culture, Film, Art, Medical, Tech, Photography, Music and Yoga Clubs.

We employ British trained teachers and foster excellent positive relationships of trust between teachers and pupils. Our teachers encourage pupil collaboration, discussion and independent learning. The focus is on knowledge over compliance, raising the pupils' interest levels and engage them in quality learning. Our pupils are courteous and enthusiastic learners who look forward to lessons and are proud to be members of the

school community, behaving responsibly and have increasing opportunities to contribute to the life of the school.

The British style House system is central to our culture. Through the various competitive inter-house activities, which are well supported by pupils, staff and parents, pupils learn to work together as a team, across all age groups, and to support and encourage each other in a positive manner, thus developing their confidence and self-esteem.

We encourage participation in sports, arts and music and believe in “Education for Life”, a holistic approach to learning allowing our pupils to become thinkers, problem solvers, debaters, communicators and entrepreneurs, all in classrooms and dedicated sport facilities where they are encouraged to take chances and are allowed to make mistakes.

“Education for life” is about developing reflective, adaptable and passionate lifelong learners.

The Prep School is for 3 to 11-year-old pupils and teaches the National Curriculum of England, modified to suit the local Qatari values and culture thus including Arabic, Islamic Studies, Qatari History and French. The Senior School is for 11 to 18-year-old pupils and it also adapts the National Curriculum of England to the local context. Pupils study a combination of I/GCSE’s and GCSE examinations in Key Stage 4 (Years 10 & 11) and then pupils take international AS and A levels in Key Stage 5 (Years 12 & 13). In line with the caring and inclusive ethos of the school, the Senior School offers vocational business courses to provide an alternative route to higher education.

This year’s I/GCSE results were the school’s best ever with 87% of pupils achieving grade 4 or higher and 37% of all grades achieved were the top 9 – 7 grades. The A level results were also the best ever, with 82% of grades being grade A\* to C and 39% at A\* or A. These figures are well above the UK average.



## 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](http://www.visitqatar.qa)

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



The Grand Mosque, Doha

*"Happy and engaged pupils who are reflective learners". – BSO Report May 2017.*



## Summary of Benefits

Your contract will be for an initial period of two years and can be renewed. All employment contracts have six month's 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 your sponsorship (and resident family dependents up to a maximum of spouse and two children). You will be employed with either single or married or family status, depending on your personal circumstances. Dependents must be resident with you in Qatar in order for married or family status to be maintained.

You will receive a tax-free, monthly salary, paid in arrears in Qatar Riyals into a bank account held in Qatar.

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, 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.

You 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 for you, your spouse and up to a maximum of two resident dependent children.

A monthly travel allowance is paid in addition to your basic salary

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

You must make arrangements for your own pension provision.

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

The School meets the cost of private medical insurance through its providers (which covers treatment in Qatar but excludes dental and maternity cover) for you and your resident family.

Sherborne Qatar is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act (1974) and is subject to an Enhanced DBS Disclosure.

All new employees are required to register with the DBS Update service at their own cost (currently GBP13/annum). A successful applicant from outside the jurisdiction of the DBS 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.

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.

*"Well behaved pupils that value the school and are keen to do well" – BSO Report May 2017.*



# Person Specification

	Essential	Desirable
Qualifications	UK Qualified Teacher Status Degree	Master's degree or Higher NPQH Safeguarding and safer recruitment training
Experience	Experience of Educational Leadership, perhaps as a Head, DH or DoS. Successful teaching of more than 5 years of which 3 should be within a British Curriculum School.	Teaching of STEM Subjects Curriculum Leadership Experience of a British Independent School Experience of International Schools Experience of the Middle East Experience of Teaching GCSE and AS Level
Professional Development	Evidence of continued professional development relating to school leadership, curriculum and teaching & learning	Experience of leading CPD Experience of working with outside agencies
Strategic Leadership	Ability to articulate and share a vision for the whole school Ability to inspire and motivate staff, pupils and parents to achieve the aims of the school Ability to analyse data, develop strategic plans, set targets and evaluate progress. Ability to make necessary change Understanding of and commitment to promoting and safeguarding the welfare of children	Evidence of successfully delivering a vision Evidence of successful strategies for planning, implementing, monitoring and evaluating school improvement

	Essential	Desirable
Teaching & Learning	<p>A secure understanding of the requirements of the National Curriculum</p> <p>Knowledge and experience of a range of successful teaching and learning strategies to meet the needs of all pupils</p> <p>A secure understanding of assessment strategies and the use of assessment to inform the next stages of learning</p> <p>Experience of effective monitoring and evaluation of teaching and learning</p> <p>Secure knowledge of statutory requirements relating to the curriculum and assessment</p> <p>Understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management</p>	<p>Successful experience in creating an effective learning environment and in developing and implementing policy and practice relating to behaviour management.</p> <p>Understanding and skill in developing a range of curriculum models to maximise the achievement of pupils whatever their starting points</p>
Leading and Managing Staff	<p>Experience of working in and leading staff teams</p> <p>Ability to delegate work and support colleagues in undertaking responsibilities</p> <p>Experience of performance management, and supporting the continuing professional development of colleagues</p> <p>Understanding of effective budget planning and resource deployment</p>	<p>Successful involvement in staff recruitment, appointment/ induction</p> <p>Experience of appraisal linked to performance related pay awards,</p> <p>Understanding of how financial and resource management enable a school to achieve its educational priorities</p>



	Essential	Desirable
Accountability	<p>Ability to communicate effectively, orally and in writing to a range of audiences – e.g. staff, pupils, parents and governors</p> <p>Experience of whole-school self-evaluation and improvement strategies</p> <p>Ability to provide clear information and advice to staff, parents and governors</p> <p>Secure understanding of strategies for performance management</p>	<p>Experience of presenting reports to governors</p> <p>Understanding the criteria for the evaluation of a school</p> <p>Leading sessions to inform parents</p>
Skills, Qualities & Abilities	<p>High moral standards</p> <p>Confidence, drive, enthusiasm</p> <p>High quality teaching skills</p> <p>High expectations of pupils' learning and attainment</p> <p>Strong commitment to school improvement and raising achievement for all</p> <p>Flexibility, stamina and resilience</p> <p>Ability to build and maintain good relationships</p> <p>Ability to remain positive and enthusiastic when working under pressure</p> <p>Ability to organise work, prioritise tasks, make decisions and manage time effectively</p> <p>Ability in the use of ICT for personal use and knowledge for whole school application</p> <p>Empathy with children</p> <p>Good communication &amp; interpersonal skills</p>	<p>Confident approach to innovation</p>

# Application Process

A letter of application, describing your passion for working in a single-sex environment and the importance of STEM subjects being studied by girls, should be included alongside the completed application form via TES. These documents should be addressed to the Principal and sent directly to

[hr@sherborneqatar.org](mailto:hr@sherborneqatar.org)

Please note that a CV will not be accepted in place of the application form, although you are very welcome to submit your CV as an additional document.

**Closing date: 12pm UK time on 15th November 2019**

Long listed interviews will be held on the 24th and 25th November in London for candidate's resident in UK and on 27th and 28th November in Doha for candidate's resident in the Middle East. Individual arrangements will be made for candidates from other parts of the world.

Short listed candidates will be interviewed on 7th to 9th December in Doha. Arrangements will be made to fly short listed candidates to Doha for tours of the school, interview and presentations.

Applicants will be required to demonstrate their commitment to promoting and safeguarding the welfare of children and young people in line with Sherborne's policies and procedures. The school will request references before interview.

"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 May 2017.



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