

SECONDARY DEPUTY HEAD-PASTORAL

School: Secondary

Location: Al Wajba Campus

Reports To: Senior Vice Principal-Head of Secondary

Indirect Report: Vice Principal-Student Welfare

Contract: Rolling, Fixed-term contract

Working Hours: Full-time, minimum of 35 hours per week

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 role of the Deputy Head-Pastoral is to work collaboratively with the other members of the Secondary school leadership group in developing a dynamic and leading international school that is committed to High Performance Learning leading to academic excellence combined with strong student wellbeing. The Deputy Head-Pastoral will exert a dynamic and seminal influence at every level, demonstrating leadership qualities of the highest order to ensure that students, through the high expectations they have of themselves, are supported and achieve at the optimum level.

Accountability and Responsibilities

Areas of Responsibility

- Work closely with the Principal and all members of the College's leadership group on all strategic matters relating to the College as a whole, playing a leading role in the development and implementation of school improvement policies
- Work closely with and submit regular reports to the Vice Principal-Student Welfare for the College's Board of Governors on aspects relating to Student Welfare in the Secondary School
- Promote the School's High Performance Learning culture
- To work closely with the Senior Vice Principal-Head of Secondary and Vice Principal-Student Welfare to ensure school policies related to the student welfare systems are relevant, up to date, understood and implemented by all staff
- Deputise for the Senior Vice Principal-Head of Secondary as requested



- Devise and be responsible for an integrated, fit-for-purpose system for collating data which can reliably inform decisions
- Develop and oversee the Secondary School's tutor, PSHE and House programmes
- Ensure the fair, consistent and appropriate application of the Student Discipline policy
- Lead on intervention strategies for addressing issues associated with attendance, lateness, and absence
- To oversee the creation of relevant records, including those for communicating with parents in relation to student welfare, e.g. CPOMS, SIMS, discipline records, etc.
- Liaise and build relationships with external agencies to support the wellbeing of Doha College students
- Lead, manage and have strategic oversight of the implementation of the Secondary School's welfare systems
- Ensure that all staff on the school site are aware of school safeguarding policies and are appropriately trained to recognise and deal with safeguarding/child protection issues
- Organise, together with the Marketing department and other relevant team members, major public events in the school year e.g. Prize Giving, Information Evenings, Career Days, etc.
- To have responsibility for the production and dissemination of the School Calendar relating to Student Welfare events
- To be responsible for the development and implementation of duty rotas, using a fair and transparent system
- To be responsible for the production and annual revision of the Secondary Staff, Student, and Parent Handbooks, in consultation with the Leadership Group
- To be present where required at meetings, performances and other functions/events
- To work as part of a team, submitting draft proposals and documents for further development by the Leadership Group, and accepting and supporting final decisions agreed by the Leadership Group
- To express their views openly and honestly, but work to the majority decision or the final decision of the Leadership Group - inform and include staff and students at all times and avoid the 'them and us' culture
- Through the student welfare team, maintain and change regularly the wall displays relating to student welfare

Staff

- To promote a purposeful, disciplined and thriving learning environment within the teaching staff which aims to raise student expectations and self esteem
- Line manage the Assistant Heads (Key Stage Leaders), Head of Learning Support, School Counsellors, Student Welfare Administrative Assistant
- To participate in the selection, interviewing and appointment of relevant staff
- Develop staff practice to improve the practice of all teachers and to identify and address teaching and/or practice that does not follow the Doha College essentials
- Create a collaborative and cohesive support team, identifying individual strengths and making the most of them, and develop forums to encourage the sharing of best practice, resources and expertise



Students and Parents

- Promote student welfare and wellbeing throughout the Secondary School, through establishing and maintaining a caring, positive, safe and stimulating environment for all students
- Develop, implement and support strategies, including interventions, to promote high standards of student behaviour and academic achievement in the Secondary School
- Lead on safeguarding and promoting the welfare of students, acting as Deputy Designated Safeguarding Lead
- To promote equality and enable the educational and social inclusion of all students
- To participate in the admission process of prospective pupils
- To ensure, in consultation with the Head of Digital Learning and the Head of PSHE, that the School's programmes teach pupils about safeguarding, including safe and appropriate use of the internet and social media
- Be available to parents as and when required

Other

- In consultation with the Senior Vice Principal-Head of Secondary and the Vice Principal-Teaching and Learning, take responsibility for personal professional development, keeping up-to-date with research and developments in teaching pedagogy and changes in the curriculum to ensure that Doha College is at the cutting edge of academic provision
- Be a good and confidential sounding board for the Senior Vice Principal-Head of Secondary and Vice Principal-Teaching and Learning
- To undertake specific tasks reasonably delegated by the Senior Vice Principal-Head of Secondary from time to time
- Be a role model for others and act at all times in accordance with the school's policies and procedures
- Manage various different budgets that come under student welfare
- Where possible, plan and deliver ongoing CPD on student welfare
- To take full part in Doha Colleges activities programme
- To act with professional integrity at all times, notwithstanding issues of confidentiality and tact, act with honesty and transparency with regard to their work
- To be a member of the School-wide Health and Safety Committee
- In consultation with the Facilities and Health and Safety Managers, ensure that all students are familiar with the escape routes in case of a fire, and other drill procedures
- Ensure that communication of the school's welfare ethos and values are clearly disseminated through all school literature and the website.

Teaching

- This post is non-teaching however the post holder would be required model Teaching and Learning excellence across the Secondary School and may also be used for cover

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

- Bachelor of Education or Subject Degree with relevant teaching qualification such as PGCE
- Qualified Teacher Status
- Evidence of recent professional development
- Leadership and management training
- Recent safeguarding training

Experience

- Significant experience in schools/colleges delivering the UK curriculum across part or whole of the 3–18 age range
- Significant middle/senior leadership experience with demonstrable success outcomes
- Substantial experience in at least two education institutions, with evidence of long-term commitment

Skills, Knowledge and Abilities

- A Commitment to international education
- A desire to innovate and try new approaches being reflective and learning from mistakes
- Ability to respond decisively and quickly to matters that arise during the school day
- Ability to work with competing deadlines and prioritise appropriately
- Genuine passion and belief in the potential of every student
- High level interpersonal skills coupled with excellent emotional intelligence
- Clear educational philosophy with the ability to turn vision into reality
- Defined leadership skills with effective conflict resolution abilities
- Effective leadership styles that inspire confidence in those you lead and encourage others to participate in going 'above and beyond'
- Excellent communication skills
- High levels of personal energy, integrity and the ability to run with patience to deliver agreed outcomes
- The ability to resolve ambiguity and the inevitable frustrations of the role
- Awareness of and commitment to equal opportunities for all
- Warmth, humour and total commitment to young people

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

