



King's College
DOHA

INFORMATION PACK FOR

Head of Upper School

APPOINTMENT FOR AUGUST 2025





A message from the Principal



Thank you for your interest in joining our talented Common Room.

King's College Doha shares the highest school ranking in Qatar and aspires to set the standard for British schools across the Middle East.

As such, King's offers an exceptional career opportunity for teachers who share the highest personal and professional standards. Our new teachers will be expected to grasp the amazing opportunity of working at a school that carries the King's College name – with all that that entails – and which now aspires to develop its own global reputation for excellence.

In return, successful applicants will enjoy a range of exciting opportunities

for professional development, including bespoke teaching and leadership training opportunities with our partners in the United Kingdom.

This is a very exciting time to be joining the school, which is rapidly expanding and will be located for the first time on two iconic campuses from August 2023. This expansion will present unrivalled opportunities for rapid career progression over the years ahead.

I hope that you will enjoy reading about this position and that you will decide to apply to join us at King's College Doha.

Mrs Kate Jackson
Principal, King's College Doha



Our Vision and Values

King's College Doha aspires to set the standard for British schools in the Middle East in its delivery of a prestigious all-round education for pupils aged 3-18.

We welcome pupils from all over the world to appreciate a first-rate British independent school education that embraces the values, ethos and excellence of our famous sister school, King's College UK.

The **King's Identity** encapsulates what makes a King's College education so special, both in the UK and in Doha. It is the 'golden thread' that binds together all pupils who walk through the gates of a King's College school:

I am **Confident** - as those who 'believe they can' will be the leaders and game-changers of the future.

I am **Creative** - and use my imagination both within and beyond the classroom to express myself and inspire others.

I am **Committed** - to giving my all in everything I do, forming the inner steel that will serve me well for a lifetime.

I am **Caring** - and combine daily acts of kindness with the firm belief that I can make a difference, locally and globally, right now.

I am **Curious** - in developing a love of learning for its own sake, so that I will leave school as an interested and interesting person.



About King's College

Founded by Royal Charter in 1873, **King's College** is acclaimed in the UK for its outstanding academic standards and focus on the needs of the 'whole child'. It was one of the first schools globally to advocate a holistic education - one which prizes each child's identity as an individual as much as their knowledge.

King's College Doha, sister school to King's UK, was established in 2016 and shares the number one school ranking in Qatar. Since August 2023, King's Doha has been located at two state-of-the-art campuses in the city: the Al Thumama Campus (for Pre-Prep pupils aged 3-7) and the Mesaimeer Campus (for Prep and Senior School pupils, aged 7-18).

Both schools are committed to providing a diverse British education that is dedicated to:

- academic excellence for all;
- outstanding pastoral care and opportunities for personal development;

- a broad range of co-curricular activities as part of a fulfilling school day.

The partnership between King's College UK and King's College Doha is a great source of strength. Significant collaboration in areas such as vision and ethos, curriculum planning, professional development and co-curricular opportunities, ensures that both schools maintain the highest global standards. Through the strength of our partnership, both children and teachers in Doha benefit from the expertise and reputation that King's College has built in the UK over the past century and a half.

Both King's College schools combine an academic focus with a broad co-curricular programme, offering their pupils an extended and fulfilling day. Underpinning our curriculum is the value that we attach to pastoral care. We understand that children fulfil their potential when they feel happy, supported and at ease

in their surroundings. All members of staff work hard to build a strong sense of community and promote supportive relationships, ensuring that children know that they always have a peer or an adult to whom they can talk.

The structure of King's College Doha is as follows:

Pre-Prep School	Pre-School (EY1) - Year 2	3 - 7 years old
Prep School	Year 3 - Year 8	7 - 13 years old
Senior School	Year 9 - Year 13	13 - 18 years old



Our Iconic Campuses

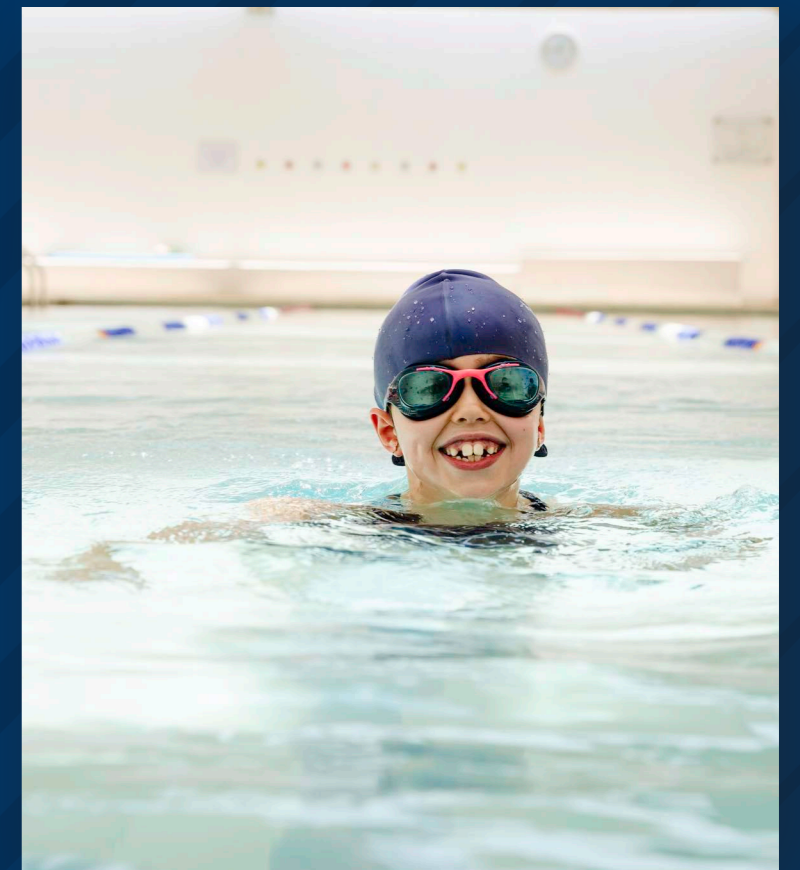
Since August 2023, King's College Doha has been located in the districts of Al Thumama (Pre-Prep School) and Mesaimeer (Prep and Senior Schools), which are a ten-minute drive from one another, are easily accessible from most parts of Doha and are only a twenty-minute drive from the city centre.

Both the Al Thumama and Mesaimeer Campuses are the envy of Qatar.

Our impressive **Al Thumama Campus** is the only facility in the capital that caters exclusively for 3–7-year-olds, and includes a dedicated library, a central atrium, a STEAM lab, an art and design centre, music and drama classrooms and practice rooms, a Mac lab, a sports hall, an outdoor 25-metre pool with learner area, and outdoor games courts.

The **Mesaimeer Campus**, opened in August 2023 and was designed by award-winning architects to offer the highest quality facilities and learning environment for older children in the city.

These includes a state-of-the-art Performing Arts and Media Centre, a 17,000m² Sports Academy including a double sports hall, swimming pool, dance studio and fitness suite, basketball and tennis courts, an Art and Design Centre and an inspiring STEAM Centre.





Our Founding School

King's College Taunton

King's College in the UK is a co-educational independent school in the UK. The School's history can be traced back as far as 1522. The current campus was established in 1880 to educate 750 boarding and day pupils between the ages of 3 and 18.

arts and outdoor education. Children emerge from King's as well-qualified learners who are able to progress through to the best British universities and become well-rounded, balanced individuals.

The College prides itself on being an outstanding educational establishment with a busy and purposeful school community. Children enjoy a challenging, holistic education in a progressive and stimulating environment. They benefit from first-class teaching facilities as well as from outstanding facilities for sports, music,

Our connection with King's College Taunton permeates the School at every level from governance and management to classroom practice, co-curricular vision and the staff appointment process.



Accreditation

King's College Doha proudly shares the highest school ranking in Qatar, having achieved 'Outstanding' in every category in a Qatar National Schools Accreditation inspection last summer. The school is also a member of the British Schools in the Middle East (BSME) organisation, chairing its Teaching and Learning Committee.

Pupils at King's have an opportunity to participate in a range of global competitions and initiatives, including The Duke of Edinburgh's International Award, Model United Nations and the World Scholar's Cup.



Living in Qatar

Despite being one of the smaller Arab states in the Gulf region, Qatar has a big heart, huge ambition and a reputation for hospitality that reaches far beyond its borders. All three of these traits were recently on global display as Qatar hosted its hugely successful FIFA World Cup 2022 tournament.

Surrounded by clear, shallow waters on three coasts, Qatar has seen extraordinary growth and development over the previous two decades. Helped by its rich oil and gas reserves, Qatar now has one of the world's highest GDP per capita incomes.

Much of the country's progress has been centred on Doha, and there are few signs of this slowing. Lonely Planet articulates the sense of the excitement and energy currently felt in Doha:

“Whether it’s the stunning and constantly changing skyline or the massive investment the Qatari authorities are making in landmark cultural icons, this is a city oozing confidence and style, as at ease in its modern shopping malls as in its traditional souqs. Wander the reinvented and fabulously

atmospheric Souq Waqif, wonder at the sheer beauty of the world-class Museum of Islamic Art and its exhibits or head out to Katara to explore – wherever you look, Doha is threatening to eclipse Dubai as the Gulf’s most dynamic city. Throw in a new Metro system and the 2022 FIFA World Cup, and things just keep getting better and better.”

Doha has a huge expatriate population, drawn to the city for several reasons:

- Its growing status as a regional economic and industrial centre means there are a range of exciting job opportunities in various sectors such as healthcare, education, financial services, engineering, and hospitality.
- It is replete with all the conveniences and luxuries you would expect to find in a developed western city: international restaurants, luxury shopping malls, coffee shops, well-known supermarkets, an efficient health system and five-star hotels, to name but a few.
- Despite being a modern city, Doha

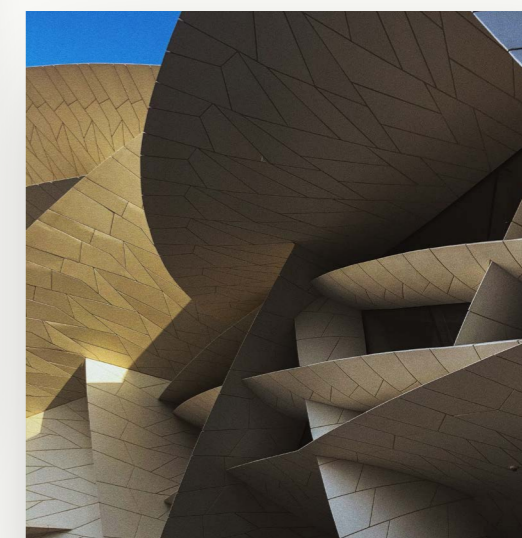
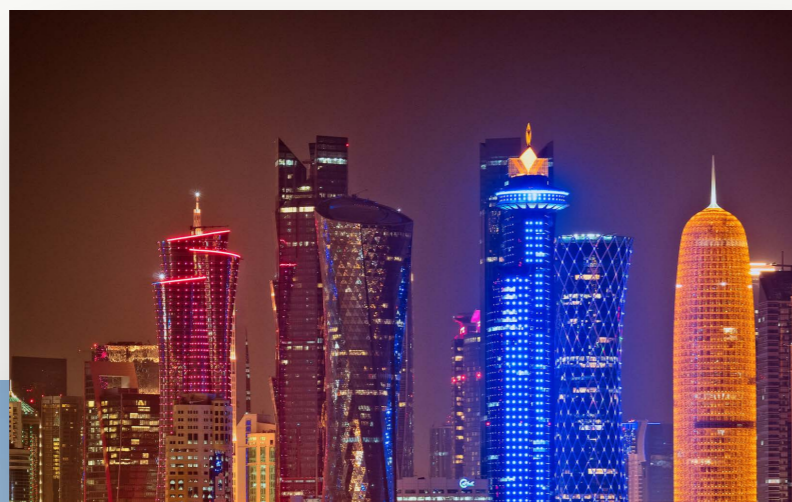
retains many traditional elements, and, through its world-famous museums and cultural centres, is a regional hub for art and music.

- Doha has much to offer for those interested in playing sports and partaking in outdoor pursuits.
- The beautiful waters of the Persian Gulf offer excellent water sports opportunities and the surrounding desert provides great conditions for pursuits such as dune bashing and quad biking. Furthermore, Doha has invested in several outstanding green park spaces and has some of the finest sports facilities in the world.
- Doha is also a regular venue for professional sporting events. Amongst others, it currently

hosts international competitions in tennis, athletics, cycling and squash, attracting leading athletes in all cases. Its reputation as a sporting hub was, of course, further enhanced by the FIFA World Cup in 2022.

There is then the rest of the world...

Doha's location makes it an amazing point from which to travel the world during the holidays. Incredible destinations in Asia, Africa, Europe and the Middle East are only a short flight away. With Qatar Airways flying direct to over 160 destinations, Doha is truly an excellent staging post.



Appointment Details

Post Title	Head of Upper School (Years 9-11)
Start Date	August 2025
Contract Type	Full time
Location	King's College Doha, Mesaimeer Campus
Reporting to	Deputy Head Pastoral

The Role

King's College Doha is seeking an inspiring, well-qualified and highly committed individual to work in its Senior School as the Head of Upper School from August 2025. Based on the iconic Mesaimeer campus, the successful candidate will be responsible to the Deputy Head Pastoral for overseeing the pastoral care, academic progress and individual needs of all pupils in Years 9-11. Further, s/he will contribute to the overall strategic direction of the Senior School through close collaboration with the Deputy Head Academic, Deputy Head Pastoral and the Head of Sixth Form (Years 12-13).

The role will suit talented and ambitious candidates who have delivered consistently outstanding outcomes for children in a senior school or all-through school setting, either in the United Kingdom and/or overseas. Previous middle leadership experience would be advantageous to applicants.

This position includes the following responsibilities:

- To have an overview of the academic performance of pupils in the Upper School, including the proactive tracking and monitoring of academic progress throughout the academic year
- To be responsive to the individual needs of Upper School pupils, both academically and pastorally, to help to ensure that each pupil receives appropriate support from relevant staff so that each pupil can perform to the best of their ability
- To lead a team of Heads of Year, meeting formally with them on a regular basis and being available to them for ongoing consultation
- To communicate with senior and middle leaders through formal weekly meetings with the Deputy Heads and the Head of Sixth Form and other phase leaders as required
- To have an overview of the academic curriculum for Upper School pupils and to be able to advise on their future educational needs
- To oversee and develop the pastoral curriculum for the Upper School

- To liaise with other members of staff, including the Designated Safeguarding Lead, the school nurse, members of the operational team and outside agencies as necessary
- To encourage Upper School pupils to participate as fully as possible in the co-curricular life of the school
- To maintain standards of behaviour, punctuality and uniform, and to take disciplinary action as required
- To attend Academic Leadership Team meetings in the Senior School and Heads of Department meetings
- To participate in the induction of new staff and provide appropriate induction for new Heads of Year and form tutors
- To contact parents and be available to parents as and when required
- To plan and contribute to events, where appropriate to the Upper School, such as information mornings, afternoons and evenings
- To ensure that information about Upper School pupils is recorded accurately and kept up to date
- To support the Deputy Heads in arranging and attending Parent Consultation Meetings and other events and activities, as appropriate to the Upper School
- To oversee arrangements for Upper School testing and internal assessments, including but not limited to the Mock GCSE Examinations
- To organise and oversee Upper School assemblies
- To allocate pupils to new tutor groups as necessary
- To take an interest in and assist with events involving the Senior School and whole school, such as drama productions and music concerts
- To oversee the allocation of lockers to Upper School pupils
- To contribute to the professional development of Heads of Year

Specific Responsibilities of the Role

Strategic Leadership

- To support the Senior Leadership Team in developing the Senior School's Annual

Development Plan, in line with and contributing to the whole school priorities

- To foster a culture of high challenge and high support in relation to both academic progress and personal development, ensuring that pupils' individual pastoral and academic needs are considered and supported by relevant staff, so that each pupil can perform to the best of their ability and develop their self-esteem
- To ensure, together with the Head of Year 9, 10 and 11 that all pupils develop an understanding of the GCSE options process. Pupils should have a good understanding of opportunities arising from possible decisions. The Head of Upper School should ensure that all pupils are well supported as they move through the decision-making process as well as helping to generate a sense of excitement about their move into the Senior School.
- To collaborate closely with the Head of Sixth Form to ensure that all Year 11 pupils are properly prepared for the A-level options process and for wider life in the Sixth Form
- To have a direct input into action plans and performance reviews for the Heads of Years 9-11
- To contribute to the development of the whole school pastoral strategy

Management of Staff

The Head of Upper School is responsible for the day-to-day management of the Heads of Years 9-11. As such, the post-holder will be expected to:

- meet formally with the Heads of Years 9-11 on a weekly basis, and informally whenever necessary;
- delegate responsibility for specific tasks and activities to individual members of the Upper School team;
- lead and oversee, together with the Heads of Year, a team of form tutors, meeting formally with them at least once every half-term and ensuring that they are regularly kept up to date with Upper School matters;
- support, advise and coach the Heads of Years 9-11, enabling them to fulfil their tasks efficiently and effectively, encouraging attendance at suitable courses (subject to the approval of the Head of Senior School) to contribute to their overall professional development;
- participate in the induction of new staff and ensure that appropriate induction is provided for new form tutors;
- contribute to the development of the PSHE curriculum, including the six annual Wellbeing Days, and to oversee the pastoral curriculum for the Upper School.

Upper School Pupils

- The post-holder will be expected to:
- have an overview of the academic

performance of Upper School pupils and of the development of regular proactive tracking and monitoring of the pupils' academic progress;

- have an overview of the allocation of Upper School pupils to form groups and to ensure that information about the pupils is recorded accurately and kept up to date;
- oversee the induction of any new pupils through close collaboration with the relevant Heads of Year, ensuring that those pupils new to the school are well supported so that they can settle in as quickly as possible;
- encourage Upper School pupils to participate as fully as possible in the co-curricular life of the school;
- take an interest in and attend events that include the Upper School, Senior School and whole school, such as school concerts and drama performances;
- encourage Upper School pupils to take responsibility for their actions, environment, the school and the wider community;
- ensure that appropriate standards of behaviour, punctuality and uniform are maintained, taking disciplinary action as required;
- oversee arrangements for Upper School testing and internal assessments, including but not limited to the Mock GCSE Examinations;
- develop the pastoral curriculum for the Upper School, ensuring that it facilitates the development of strengths and values that will enable individual pupils to flourish.

Knowledge and Expertise

The post-holder will be expected to:

- have an overview of the curriculum for Upper School pupils and be able to advise on future educational needs, e.g. subject choices for the A-level qualifications;
- have an overview of the assessment and reporting timetable and arrangements for each year group;
- liaise with the Head of Learning Support when necessary;
- have an overview of, and work with relevant staff to develop, the Upper School programme beyond the demands of academic syllabuses, including tutor time activities and PSHE provision, and to participate in or lead such activities as appropriate;
- keep abreast of general issues pertinent to the running of the Upper School, attending training as necessary and keeping up to date with school policies, particularly regarding child protection, safeguarding, behaviour and anti-bullying.

Communication

The post-holder will be expected to:

- communicate with senior and middle leaders through regular meetings with the Head of Senior School, other phase leaders and Heads of Year as required, including Academic Leadership Team meetings, pastoral meetings, Wellbeing Committee meetings and Heads of Department meetings;
- organise Upper School assemblies and oversee year group assemblies;

- liaise with any other members of staff as necessary, especially the Designated Safeguarding Lead, the Head of Middle School, the Head of Sixth Form, the Head of Learning Support and the school nurse, as well as other outside agencies;
- ensure that pupils and parents are informed appropriately and regularly about academic and pastoral issues and challenges, and to respond to pupils and parents as required; the latter may include some communication by email in response to urgent concerns during holiday periods;
- keep the Head of Senior School informed of any issues that arise;
- attend and present at events pertinent to the Senior School and/or Upper School, such as Parent Consultation Meetings and information evenings, and to oversee the organisation of such events as appropriate;
- promote the Upper School as appropriate on public occasions such as open days.

Legal Requirements

- Police clearance certificate from home country (ACRO/ICPC) if from UK and from Qatar, a police clearance certificate, less than 1 year old.
- Bachelors degree and Education Certificates must be attested by MOFA and Qatar Embassy in the country your studies were completed in. A course transcript is required.

Training and Development

Regularly review own practice, set personal development targets and take responsibility for own continuous professional development. You will be required to complete mandatory online Edu-care Courses prior to starting at King's College Doha.

Recruitment Safeguarding

King's College Doha takes safeguarding the welfare of children and young people very seriously and expects the same from its employees. All staff will be subject to rigorous background checks to include three professional references. All education certificates and supporting documents require attestation to show authenticity. Successful applicants must provide a police clearance certificate from home country (ACRO/ICPC) if UK resident and Qatar CID, if residing in Qatar. Local police clearance certificates must be less than one year old. In addition, all new staff/volunteers will attend KCD induction and undertake mandatory child protection online training which the Qatar Ministry of Education requires.

King's College Expectations

As part of the King's College, Doha Team, you are expected to:

- Act with professional integrity at all times, notwithstanding issues of confidentiality and tact; act with honesty and transparency with regard to your work.
- Respect and adhere to the Qatari Code of Ethics.
- Identify and improve those areas relevant to your role that need to move from good to outstanding.
- Maintain school policies and procedures relevant to your area and update whenever

required.

- Be present where required at meetings, performances and other functions/events.
- Undertake a proactive part in those activities that are part of the self-evaluation of the school, upholding the standards of the school in all areas being a present around school, appraisal and performance and line management systems.
- Work as part of a team submitting draft proposals and documents for further development by the Senior Leadership Team, accepting, and supporting final Leadership.
- Be punctual to attend scheduled meetings.
- All members are encouraged to express their views, but are expected to work to the final decision of the Principal.
- Manage the sometimes, conflicting needs of transparency and confidentiality, at all times working as one team with the staff.
- Avoid the 'them and us' ethos.
- Undertake specific tasks reasonably delegated by the Principal.

Person Specification

The successful candidate is likely to be able to demonstrate a high number of the following:

Skills and Expertise

- Excellent interpersonal and communication skills, including the ability to relate well to people at all levels, to resolve conflicts sensitively, to encourage and to motivate
- An ability to work effectively as a member of an academic leadership team, to show initiative and imagination, and have the ability to inspire others.
- Excellent organisational skills, with the ability to remain calm under pressure and work to tight deadlines.
- Strong problem-solving skills, combined with a proactive and positive approach to change management
- An ability to maintain a high work rate and to balance a range of tasks and competing priorities, including class teaching
- Excellent IT skills
- An ability to interpret academic and pastoral data

Personal Qualities

- Selflessness, energy, enthusiasm, dedication and a sense of humour
- A willingness to embrace the extended school day, avoid a 'nine-to-five' approach and give generously of time to support King's College events and activities
- Diplomacy, sensitivity and an ability to maintain confidentiality
- A can-do attitude and high levels of resilience
- A passion for working with, and being in the company of, children
- A commitment to personal and professional development
- Unwavering high standards and a desire to constantly improve oneself, others and the school



How to Apply

To apply, please consider the details of this Candidate Information Pack before completing all sections of the application form, including the supporting statement that sets out your interest in this position, how you meet the requirements of the role and your ambitions for the school.

Completed applications should then be submitted directly to the school via the 'Apply Now' function.

The closing date for applications is Friday 28th February 2025.

Early application is strongly encouraged as interviews may be arranged in advance of the closing date. King's College Doha reserves the right to make an appointment before the closing date.

Safeguarding and Privacy



King's College Doha is committed to safeguarding and promoting the welfare of children and expects all staff to respect

this commitment. The post is subject to applicants providing a satisfactory current police clearance certificate. In addition, candidates are requested to provide a police clearance certificate from each country they have worked in. Two satisfactory professional references will also be required.

If successful and if applicable for visa purposes, the applicant will need to supply relevant degree certificates, university transcripts and proof of having been a 'full-time' student. Some of these documents will need to be attested by the candidate at the Ministry of Foreign Affairs and the Qatar Embassy in the candidate's home country.

By applying for this post, you agree to your data being held and processed by King's College Doha and its affiliates. If you are appointed to this post, you also agree to additional information, including sensitive data such as bank details and medical information, being held by King's College Doha and its affiliates.



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