



Learners Today...Leaders Tomorrow

STAFF HANDBOOK 2017-2018

CIS WE ARE AN
ACCREDITED
SCHOOL)



GENERAL INFORMATION

School Hours: 6:30 a.m. - 2:30p.m.

School phone: 44578777

School fax: 44861256

Library hours: All day

THE GULF ENGLISH SCHOOL



Learners Today...Leaders Tomorrow

ABOUT GES

Our Vision

"Our school seeks to provide a learning environment which is caring, motivating and supportive, allowing all cultures within the GES community to achieve their personal best and to become responsible global citizens."

Mission Statement

The Gulf English School aims to develop in each student an awareness of his or her intellectual, artistic and recreational potential and an understanding of his or her history. The school believes in the development of each student's intellectual curiosity and is committed to academic excellence. To fulfill these aims, the objectives of the school are:

- Promote academic, social, physical and personal development in our students.
- Develop our students' learning skills which will be of lifelong value.
- Encourage positive risk taking in our students.
- Develop creative skills and critical awareness in our students.
- Encourage our students to become aware of and act upon their responsibilities, not only to themselves and their peers, but also to society in general.
- Foster within our students a healthy sense of self-esteem and self-awareness and encourage respect and compassion for others.
- Actively promote the preservation and protection of the natural world amongst all students.
- Create programmes, assessments and experiences that serve to unite the school and celebrate the distinctiveness of each campus community.

What we do to achieve our Mission?!

- The process of learning should be enjoyable, active and dynamic.
- We acknowledge that students come to us with a wide variety of learning styles, academic abilities, and linguistic and cultural experiences.
- An explicit commitment is made to continuing professional development to encourage teaching methods that are creative, varied and flexible.
- We endorse the philosophy of the International Baccalaureate Organisation.
- We promote community service throughout the school.
- Problem solving, discovery, creativity and self-direction characterise our work at all levels.
- Success is recognised, valued and celebrated in a variety of ways at many different levels.
- There is a spirit of partnership involving the students, staff, and parents in whom each individual feels welcomed and valued.
- We endorse the UDHR Article #26.2.
- In addition to academics, the social climate of the school, in and out of class, encourages the development of international understanding, commitment to community service and cooperation with diverse cultures.

GES Core Principal Values

A core value is a central belief clearly understood and shared by every member of the school community. Our school ethos is underpinned by these core values:

- Supportive

- Caring
- Respectful
- Responsible

GES Definition of Internationalism

- Internationalism at the GES encompasses global citizenship, conflict resolution, social justice, values & perception, sustainable development, human rights, interdependence and diversity.
- GES believes in reflecting and celebrating the diverse backgrounds of its community (students, staff and local community) within a safe and secure environment. All members should be enriched and affirmed by this experience and be appropriate role models for others.

Community

The GES community consists of Qatari families, Middle Eastern families and expatriates, we currently have more than 50 nationalities amongst our students' body.

Organisation

Seven members serve on the school Board of Trustees including the Leadership Team members. The Board ensures that the school policies support the mission and delegates the implementation of these policies to the Head Teachers.

Leadership

The Leadership Team (LT) consists of the Managing Director's Advisor-Business Manager, the Primary school Head who administrates the Primary school and the Secondary school Head who administrates the Secondary. The Extended Leadership Team (ELT) consists of the Deputy heads of each school (Infants, Juniors, Secondary Academic and Secondary Pastoral), the CPD coordinator, the Learning Support Coordinator and EAL Coordinator.

THE GULF ENGLISH SCHOOL

Our facilities include:

- Four Science Laboratories
- Five networked ICT Suites
- Art and Media Suites
- Three Comprehensive Libraries
- Music Suite
- Flexible Stage/Performance Facilities
- Three Health Clinics staffed by qualified nurses
- Two Halls
- Sixth Form study areas
- Cafeteria
- Staff rooms

Purpose-built classrooms and open learning areas for:

- Early Years
- Key Stage 1
- Key Stage 2

Specialist Key Stage 3 & 4 teaching areas for:

- English
- Mathematics
- History
- Geography
- Modern Foreign Languages

Sporting facilities:

- Large sports hall
- 25 meter indoor swimming and learner's pools
- Gymnasium
- FIFA approved, Astroturf, mid-size floodlit, multi-sport pitch

IMPORTANT CONTACT INFORMATION

Please note that most addresses in Qatar are Post Office Box numbers and the country does not use postal or zip codes.

Please note that staff use the school address for any posts/shipping and not the accommodation address. For postal service please use the P.O.Box for shipping please use the location (physical address).

If you should need to contact The Gulf English School, our address is:

The Gulf English School

PO Box 2440

Doha, State of Qatar

You may also contact the school by telephone at:

General Number +974 4457 8777

Fax +974 4487 1256

Main e-mail address:

info@gulfenglishschool.com

School's website is:

www.gulfenglishschool.sch.qa

The time in Qatar is GMT/UTC +3hrs.

Location (Physical address)

Gharrafa Area

Saeed bin Habees Street

North Al Gharafa round about

Near to North Road Flyover (Al-Shamal Flyover), opposite to Sheikh

Faisal's Palace

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CHILD PROTECTION AND SAFEGUARDING AT GES

At The Gulf English School we believe in putting students first in all we do and therefore the issues of safeguarding and child protection are of paramount importance to us. As an international school with accreditation, by both the CIS and IB organisations, we have rigorous systems, structures and procedures in place to ensure the safety of all stakeholders.

We believe that students should be respected and their views heard and that it is our responsibility to ensure that each child forms stable, appropriate relationships with adults, built on trust and consistent support for each student's individual needs. This approach guides the behavior of all professionals in our school.

Our policy includes the systems, structures and procedures we have in place for safeguarding. This includes both child protection and the more proactive elements of safeguarding that ensure we create a safe, caring environment for all members of the GES community according to our Vision.

The GES Child Protection and Safeguarding policy is published by the Leadership team and is available to all parents on request.

PHYSICAL CONTACT POLICY AT GES

It is our School Vision to be a caring, supportive learning environment where all pupils are valued.

Because of the nature of children, their age maturity and background, we endeavor to support all students in a variety of different ways.

Many children are at different stages of learning to understand the appropriateness of physical contact, however we understand that children look to us for approval and are testing our response all the time.

At GES we have a Physical contact policy which guides staff on age appropriate contact with our pupils. The policy includes ideas of appropriate ways to reassure and encourage learners.

We believe that we have a 'duty of care' to all pupils. This includes intervention in the rare occasion when a student becomes a danger to him/her self or others. Our Physical Contact policy covers appropriate ways to deal with a variety of situations, all the time ensuring that all GES students are safe.

The GES Physical contact Policy is published by the GES Leadership team and is available to any parent on request

THE ACADEMIC PROGRAMME

The Gulf English School offers education from Nursery through to Year 13 of 1500 students. The Gulf English School opened in 1993 to meet the need for an educational facility which would provide a broad and balanced curriculum based on the National Curriculum of England and Wales and in addition also offer Arabic and Islamic Studies programme as authorised by the Qatar Ministry of Education for the Arabic students.

The school consists of three divisions Infant school, Juniors School and Secondary School in addition to post 16 education (IB, AS-level and BTEC).

Infant Unit

The Infant building is separate from the main school and is home to children from Nursery to Year Two.

We have 4 Pre School classes and 5 classes in Reception, Year One and Year Two. We have specialist teachers for PE and Music.

Reception to Year Two also has daily Arabic and Islamic Studies taught by our Arabic Teachers. Each class has a full time Teaching Assistant.

All lesson planning is carried out with your Year Group to ensure consistency in all classes across the Year.

The majority of children in the Infant School are Second Language learners so it is vital that their EAL needs are planned and catered for throughout all lessons.

Reports are sent home three times a year and we have three parent meetings. We also have 'Open Days' each term when we invite our parents to spend time in their children's class.

Early Years

Pre School and Reception make up our Foundation Stage and they follow the Early Years Foundation Stage (EYFS) from England and Wales. Our Early Years teachers understand that the key to a child's learning is through play. We ensure that our students have opportunities to explore and develop their skills to help them make sense of the world.

Children are assessed against the Early Years Learning Profile. Assessment is ongoing through observation.

The Gulf English School has a caring, experienced and highly qualified team of professionals who understand the unique needs of very young children and their parents.

The Early Years are crucial years that lay the foundations for the rest of a child's education. Our Early Years teachers understand this well and provide a range of opportunities for all children to reach their potential.

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Nursery

The Gulf English School Nursery opened in September 2013. The staff consists of a Nursery Coordinator and 3 Learning Assistants. The Nursery has two sessions each day with a maximum of 10 children per session. As with Pre School and Reception, the Nursery follows the Early Years Foundation Stage Curriculum. Daily sessions are planned which include whole class carpet sessions and independent learning sessions.

Every term parents are invited to a Stay and Play day where they can see their children's progress and join in with Nursery activities. The Nursery children also receive reports twice a year.

Pre-School and Reception

These year groups continue to plan activities and lessons which cover all the learning areas of the EYFS curriculum. Children take part in whole class activities, directed and self initiated activities. Our Early Years Teachers cover all areas of learning through the range of activities planned for the children.

In Reception, the children begin to learn the letter sounds, high frequency words and take part in Guided Reading sessions.

Key Stage 1

Is the time when students move from Early Years into a slightly more formal classroom situation. They are expected to become more independent and be able to organise themselves. Even though learning becomes more formal, our Key Stage One teachers believe that learning should be fun yet practical and cater for the individual needs of all our children.

Infant School lessons are based on an integrated curriculum and taught through a topic incorporating as much hands on experience as possible. Some of our English and Maths lessons are taught discreetly in order to meet the needs of the curriculum and ensure all skills are specifically taught.

Homework is sent home each week and the children also have weekly spelling tests. Guided Reading takes place at least twice a week in class and reading books are sent home.

Formative Assessment is ongoing and takes place through observation and teacher's knowledge of their students. Summative assessment takes place each term and children are given National Curriculum Levels for Reading, Writing, Maths and Science.

At the end of Year Two, children complete tests based on the SATs. They are expected to achieve a level 2C in Reading, Writing and Science and a 2B in Maths.

Key Stage 2

At The Gulf English School we have high expectations of all of our students and follow the National Curriculum of England and Wales.

In Key Stage 2, Years 3 to Year 6, we have roll numbers of between 20 and 25 students per class. Within each year we have 5 classes. Lower Key Stage 2 refers to Years 3 and 4 whilst Upper Key Stage 2 includes Years 5 and 6. In Years 3 to 5 these classes are mixed gender, however, in Year 6 the children are grouped into separate male and female classes in preparation for their transition into KS3.

For the majority of each day, the children are based with their class teacher. The teacher will teach English, Maths, ICT, Science, PSHE and Topic, with experienced specialist teachers covering the remaining areas of the curriculum. Additional lessons of Arabic, Islamic Studies, Qatar History and Arabic as a Second Language also form part of our curriculum.

Class and specialist teachers are responsible for monitoring pupil's progress closely and ensuring that pupils achieve according to their ability. A number of regular assessments are implemented throughout the school year. These include Optional SATs, PiE and PiM Testing and ongoing Teacher Assessment. Teachers use the results of their assessments to track the progress of individual students as well as cohort performance, identifying strengths and areas for further development.

For a small number of activities, such as reading groups, we support students with trained assistants and a learning support team. This allows them to be grouped by ability, with each group progressing at its own pace. Our philosophy ensures that all children feel appreciated and contribute to school life. Good behaviour and values are expected and rewarded constantly with a positive behaviour system that sees every child given the opportunity to partake in weekly Golden Time activities. After school clubs are also offered by all teachers throughout the year to enrich the curriculum.

Key Stage 3

The Gulf English School follows the National Curriculum of England and Wales. It is modified slightly as all Arabic students will also study Arabic and Islamic studies whilst all students have to be taught Qatari History. In Years 7-9 the curriculum follows the standards and learning outcomes as set out by the National Curriculum of England and Wales. All students take English, Mathematics, Geography, History and Science. Art, Music, and Physical Education are also an integral part of the curriculum in the Key Stage Three. Students are accepted in to year 7 from our Primary with levels 4C or higher in English, Maths and Science. Those students who do not reach the accepted levels, providing their behaviour, attendance and progress have been good, are placed in support classes in secondary. New students to any year group are subject to entrance tests and interview. Students are expected to move rooms from one lesson to the next and they are exposed to discrete humanities, science, music and art subjects for the first time. The school has purpose built classrooms to support these subject areas which are well resourced. Teachers, where possible, have their teaching classroom where they remain throughout the day. Some teachers may be asked to share classrooms due to spacing restrictions but we do this as sensibly and as practically as possible.

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Students have an activity period where they get to choose what activity they wish to do and this can include things like horse riding and scuba diving off site, or revision sessions, football, rugby and CHAT in school. The idea is that some students can then undertake an activity that they might not necessarily stay after school for and they can take some ownership of their timetable. Students are also targeted to attend after school support clubs whereby they will receive additional tuition in a subject to help them achieve their target grades. Student's classes and breaks are segregated but teachers will be expected to teach both boys and girls classes as part of their timetable.

Key Stage 4 Introduction

Towards the end of Year 9, students take the SATs which are set by the Cambridge University Examination Board in English, Mathematics and Science. Students will only be offered a place in Year 10 to begin their IGCSE studies if they reach the required standard in these important subjects.

At Key Stage 4 students take English and Mathematics as compulsory IGCSE subjects, along with Physical Education for health and fitness. Most students will also take IGCSE Arabic along with Islamic Studies and Qatari History (none examined). Students who are not Arabic speakers have the opportunity to study Spanish at IGCSE level along with Qatari History.

In addition to these compulsory subjects, students select five additional subjects to study from Accountancy, Art, Business Studies, Economics, Film Studies, French, Geography, History, ICT, Media Studies, Separate Sciences (at least one must be taken), Textiles and Physical Education (as an examination subject).

Students who would benefit from additional help with their English skills are offered a Study Skills course (none examined) in place on one of their options. This course is designed to help them access the language and skills needed to succeed in their IGCSE examinations.

Students will take the majority of their IGCSE examinations at the end of Year 11. The results they achieve in those examinations will determine what course of study we can offer them in Year 12 or Year 13.

Classes in Key Stage 4 for are coeducational due to option choices and setting but female students are allocated one side of the classroom and boys the other. Boy/Girl alternate seating is not allowed. The school is looking to add BTEC courses to suit the needs of our learners next year and these will consist of level 1 and 2 courses where appropriate.

Key Stage 5 Introduction

We then have the Key Stage 5 curriculum where students again have to make some important choices to enable them access to universities. We now have three approaches, two of which are one year programs; Study AS in Maths and AS English and a BTEC qualification in Business Studies. We currently offer Level 3 BTEC Subsidiary Diplomas which are specialist qualifications for those who have a clear view of their future career or want to progress to higher education. They are equivalent to A levels, and are highly valued by universities, around the world, and employers alike. The second programme is to study AS Maths, AS English and AS Arabic plus two more from a selection of subjects. We also provide IELTS and SATs support on this course so it is VERY intense. The International Baccalaureate is our third and final option and is a two year programme. There are core subjects and choices that the student has to choose to ensure acceptance at university for their chosen degree of interest. The student then also has to ensure they have the correct mix of standard level and higher level courses to fit in with their academic strengths and the university requirements.

Learning Support

The Learning Support team at The Gulf English School support students where needed throughout their education at the school, from reception through to the upper end of Secondary School. The team is growing as we meet the demands of an increasing school size and as we develop and improve the level and quality of support we can provide for the students at the school.

Learning Support for an individual student starts with early identification of learning needs. A student is referred by a class teacher, or on the basis of in-school assessments to the Learning Support teams in each school (Infants, Juniors and Secondary). The student is then observed and can be recommended for support. Parents will be invited to meet with the Learning Support teachers to discuss and agree the nature of support and, if in agreement, we will start to support that student during the school day.

The exact nature of learning support differs for each student and for different age ranges. In the younger years, support will focus on the development of fine motor skills and securing basic literacy and numeracy skills. The team works extremely effectively in the Early Years with the aim of trying to allow that individual student to access the curriculum and work alongside their peers. Specialist assistants support the students when they are in their classes and engaging with the day to day work.

In Key Stage 2 and 3 the nature of learning support becomes more focused on the key areas of English and Maths support, with the aim of ensuring a pupil is able to function at age related levels. This will mean a student is seen for up to 4 hours per week, for Maths, English and Guided Reading support. There will be occasions where a student will have a specific learning need and this is reflected in the IEP that is written for each supported student.

Our essential philosophy that underpins our approach to learning support at the school is that we work closely with parents, teachers and the student to support them with the work that they are asked to undertake at the school. Where we do not have the specific specialist expertise to support an individual we will refer to an outside agency for more specific advice and guidance and practical support. As we develop our Support Programme we aim to continuously improve the support we provide in order for all students to achieve their best.

Educational Psychology Service

The Educational Psychology Service at GES provides professional psychological services using a **deep knowledge** of psychological theory and research to develop an understanding of even the most complex situations, addressing a wide range of child and adolescent developmental issues, including support for teaching and learning. Educational Psychologists are concerned with children's learning and development. They apply their specialist skills in psychological and educational assessment techniques.

The Educational Psychology Service at GES consults with staff and parents to explore issues that may interfere with learning. Strategies discussed between the people involved in a child's education are **used** to promote progress and learning using knowledge, experience and relevant research. The Educational Psychologist provides training, contributes to planning and development, and can undertake action research **to inform all concerned** how best to progress. Increasingly, the Educational Psychology Service at GES is working with a range of professionals, such as speech and language therapists, to support children's learning and development in a holistic and multi-professional way. The Educational Psychology Service also provides support in the event of a potentially traumatic event

Career Guidance and Counselling Programme

We have 2 Counsellors and Career's Guidance counsellors working currently at GES.

The counsellors are also available to assist staff during their settling in stage in Qatar and throughout the year. It is highly advised that you make an appointment to see the counselors if you feel the need to, our school counsellors are happy to assist staff for 30 minutes session up to 3 sessions, for further assistance they will refer staff to outside agencies to assist them if needed.

The Career Guidance and Counselling Programme aims to enable students to make more informed and better educational career choices. Among other things, the programme offers information on:

- Secondary school courses
- Career options
- Type of academic and occupational training needed to succeed in the workplace
- Post-secondary opportunities that are associated with the students field of interest

It also includes the following services:

- Advising students and parents on secondary school programs / academic curriculum, preparing them for college application and admission
- Planning and preparation for college / university admissions tests; like the SATS, ACT, IELTS, TOEFL, etc.
- Informing students about post-secondary financing / sponsorship that can be used to support education and training
- Organising and facilitating successful field trips to bring students to various Universities and other post-secondary institutions in Qatar
- Obtaining of prospectuses and materials regarding University and College information
- Hosting guest speaker sessions where professionals from post secondary institutions could speak to students on academic information as well as personal concern
- Arranging, together with the IB coordinator and CAS teacher; job shadowing, work placements and community based learning programmes to allow students to directly experience workplace situations
- Developing career portfolios, which include test and grade results, personal essay, examples of student work resumes etc.
- Providing personal counselling to students on various issues including, attendance, motivation, classroom attitude, peer relationships, workplace relationships, family problems, etc.

Rubicon Atlas Curriculum Mapping Software

All long and medium planning at The Gulf English School is completed using the Rubicon Atlas Curriculum Mapping Software. Rubicon is an online software program that allows teachers to work collaboratively to produce and update their long and medium term plans from the Early Years Foundation Stage up to and including Key Stage 5. All new staff are given access to the Rubicon website before their arrival so they can view all of the schemes and plans.

Parent and Student Portals

The Engage portal is an online software programme used by staff, students and parents. Staff complete registers and reports using Engage but also upload lesson plans and homework assignments. Parents and Students can view a great deal of information on their portals. Students can see their calendars, lesson plans and homework along with any other resources staff have uploaded. Additionally, parents can view attendance, timetables, staff and the portal can be used as a direct communication link between school and home.

PiE and PiM Testing

In addition to the traditional end of year SAT examinations, all students in years 2 – 9 are tested near the start and end of the academic year for Progress in English (PiE) and Progress in Mathematics (PiM). This is an online assessment which is leveled according to the student's academic year. The test gives each student a National Curriculum level for Mathematics and separate Reading and Writing levels for English. Various diagnostic results for each test are also produced and results are reported to parents.

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Firefly

What is Firefly and how do we use it?

Firefly is a virtual learning environment platform that all teachers across the school use to share the learning that is taking place in lessons with their students. Students can access their specific Firefly pages outside the classroom, usually at home, in order to help them with the learning they have been doing in class. Firefly is also used to share the weekly student homework as well as provide students with additional learning challenges. We also encourage parents to access Firefly so they can be involved in the out of class learning of their child.

Each teacher is responsible for adding and linking engaging content that links to the curriculum that they are teaching. Our aim is to ensure that all students are using Firefly as a means to enhance the learning that is going on in school when they are outside school.

All school year groups and departments have agreed that using Firefly is a crucial part of their essential agreements so we, as a school, expect high quality learning and homework content to be accessible on Firefly at the right time for the right students for the right purpose.

Initial training is provided to new members of teaching staff in order for them to be able to access, use and involve themselves in Firefly as soon as they start at the school. Existing members of teaching staff are provided with regular in-school training opportunities to build upon and share their Firefly expertise.

As a member of teaching staff, your commitment to Firefly is a vital part of ensuring that the learning experience meets our vision of providing a learning environment which is caring, motivating and supportive allowing all cultures within the GES community to achieve their personal best and to become responsible global citizens.

The VLE provides a range of features for the delivery, support, administration and participation in teaching and learning activities. The features include content delivery and collaboration between tutors and learners, such as:

- Content creation and upload/download
- Discussion forums and chat rooms
- Assignments
- Quizzes
- Monitoring of users' online activity
- Communication of information
- Setting tasks and homework

Responsible use

All staff must use the virtual learning environment in a way that is constructive to the school ethos. Staff must be aware that the use of the virtual learning environment is monitored to make sure that staff and students are using the system in an appropriate and constructive manner. Staff must be aware of the cultural expectations of ICT use in Qatar and the school and must not upload any materials which are illegal, inappropriate or may cause harm or distress to other people. Any staff members who fail to use the system in a responsible manner may face disciplinary action as appropriate.

By using the VLE you agree:

- Not to use the VLE for anything else other than for the purposes of teaching, learning and research. However, incidental personal use, for example via the social forums, is acceptable.
- Not to use the VLE for personal commercial use, for example marketing.
- Not to use the VLE for uploading, storing, viewing or transmitting any material which is (or may be considered to be) defamatory, inflammatory, discriminatory, obscene or offensive.
- Not to misrepresent GES or bring it into disrepute in any way through the use of the VLE.
- To be responsible for moderating discussion forums which they may have created.
- To always act in a professional manner. Be polite and courteous to others when using the VLE. The VLE is not to be used to libel, slander, or harass any other persons.
- To report to the Site Administrator or a member of staff any content you consider inappropriate.
- Not to re-distribute the material downloaded from this site in any form.

Staff Responsibilities and Data Protection

Staff must agree:

- To look after their own username and password. Do not share your password with anyone else and do not use the username and password of other users.
- To keep physical access to Firefly secure. For example, do not login to Firefly and then leave your computer unattended. You must not allow any other individual to log-in using your username and password.
- Not to attempt to gain unauthorised access to any part of Firefly.
- Not to post material which contains viruses or other programs which may disrupt the VLE.
- Not to upload private, confidential or sensitive material unless this is authorised.
- To keep your own data up-to-date and secure.
- To update content to make it appropriate for the lessons delivered within your subject area.
- To work with lead teachers on establishing new materials that may be used for learning.
- To create creative content that will engage students and enhance learning.

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JOINING GES

New Employee Orientation

Upon joining our School, you were given this copy of Employee Handbook. After reading this Employee Handbook please sign the receipt page and return a scanned copy with your signed offer letter and signed "Employee's Policies Manual".

Commencement and Duration of The Gulf English School Contract

The initial term of the GES contract is two (2) years. The contract may be renewed from year to year for a period of one (1) year or two years.

New teachers are hired subject to a probationary period commencing from the effective starting date through the first 180 school days, and that the school may, at anytime during this probationary period, terminate this contract, due to poor performance.

In the event of a termination during the probationary period, the teacher will be entitled to a hearing before the Board of Trustees.

First salary upon arrival

Depending on the academic year calendar new teachers are paid their first salary in August on pro-rata basis.

Changes in Personal Data

To aid you/or your family in matters of personal emergency, we need to maintain up-to-date information. Changes in name, address, telephone number, marital status, or changes in next of kin should be submitted in writing immediately to the HR department.

Time Keeping

Full-time staff regularly work 40 hours per week. Weekends are Friday and Saturday. All employees must clock-in using the clock-in fingerprint machines at the Reception area of each building. Clock in time is 6:30 a.m. and clock out is 2:30 p.m. during normal school days.

Students' school day begins as follows:

- Infant School: 7:30 a.m. until 1:30 p.m.
- Pre-School: 7:30 a.m. until 12:00 p.m.
- Junior School: 7:00 a.m. until 2:00 p.m.
- Secondary School: 7:00 a.m. until 2:00 p.m.
- Tuesday students leave early at 12:30 p.m. and rest of the day is for CPD

Staff dates are similar to the ones in the student's calendar, with the exception of:

- The start of the academic year where staff begin working two weeks before the students return to school. Teachers will prepare classrooms, attend in-service training and new staff will be inducted.
- New staff arrive a week before the induction week to finalise all paperwork and procedures required for their residences.
- On mid-term breaks all staff are required to attend two days of in-service training.
- At the end of the academic year, staff remain in school for a one more week, after the students have finished, to sort out their classrooms, and finalise preparations for the next academic year.
- The Leadership Team summer break starts a week after the staff leave; this includes the administrative staff.
- All working days should be normal working hours for all staff whether we have students in school or not.
- All dates are available in the Yearly Planner. The Planners are available in the Staff Room, Coordinators offices, Deputy and Head Teacher's offices. If you should have any question, please ask.
- Staff work after-school hours at least twice a week. On one of these days, staff will attend meetings until 3:00 pm. On the other day, staff will offer an after-school activity which will end at 3:00 pm).
- Teachers will be involved in other duties such as: playground supervision (before and after the school day finishes), exam invigilation (including Fridays), and supervision of students who arrive late to school.
- There are also a small number of events to which staff are required to attend outside regular school timings, such as: the School's Fair, parents' evening, invigilation for external examinations, etc.

The Gulf English School has an early start of the working day which gives an opportunity for the staff to enjoy the rest of the late afternoon and evening experiencing what Qatar has to offer.

Communications

At the beginning of the year, all new staff will be given a school email account which will be set up by the IT department. Information of interest and importance is usually sent via this account.

The e-mail account should be used for internal communications, communications with students, and communications with parents for school related matters.

It is very important that you check your school e-mail account on a daily basis and several times a day for updates and communications.

Stationary Supplies

The school has internal store where all stationary is kept. At the beginning of each academic year you will be able to collect any stationery needed to set up your class from the store. Orders during the academic year should be emailed to the Store allowing 24 hours for the orders to be delivered to your class.

It is expected that any unused stationary is returned to the store at the end of the academic year.

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Care of equipment

You are expected to demonstrate proper care when using the School's property and equipments. No property may be removed from the premises without the proper authorisation of management. If you lose, break or damage any property, report it to your line manager and the Business Manager at once.

Attendance and Punctuality

Attendance and punctuality are important factors for your success within our school.

We work as a team and this requires that each person be in the right place at the right time. If you are going to be late for work or absent please inform your line manager as far in advance as is feasible under the circumstance, but no later than 6:00 am on the day of your absence.

Relations with Students & Parents

Our success depends on treating our school community with dignity and respect. Therefore, we must attend to our parents' questions promptly and professionally.

The opinions and attitudes that students and parents have towards The Gulf English School may be determined by the actions of one employee, and can last for a very long period of time

If you need assistance in dealing with a parent, please contact your Head of Department or Year Group Leader or another staff member who you know would be able to assist you and/or the parent.

Each employee must be sensitive to the importance of providing courteous treatment in all working relationships.

A record of all parents meetings, phone calls and Emails should be kept in the student's files available in Deputy Head offices/Pastoral Offices. A copy should be sent to the School Registrar for the students files. The school uses a parents/teacher conference form that is available on policies serverforms.

Employment at GES

GES is committed to providing safe recruitment. All new teachers applying to join GES are required to provide the following:

- CRB/DBS/police clearance from EVERY country they have worked in.

Two professional references confirming their suitability to work with children and confirming the following:

- A police check was carried out prior to hiring them.
- Their suitability to work with children.
- Confirming that there are no issues of concern or reports related to children's safety whilst in the candidate's care.
- Abidance by and implementation of the school's child protection policy.

DOCUMENTS NEEDED

The following documents will be needed by GES once you are offered a position and the offer letter is signed between you and the School.

- **PASSPORT COPY** – A photocopy of the information page from the valid passport(s) of the EMPLOYEE and Authorised Dependents.
- **OFFICIAL TRANSCRIPT** – of the Employee's post-secondary education indicating credits earned and degrees from accredited institutions awarded.

The official transcripts and degrees will have to be attested by following the steps below:

- o Copies of the degree and teaching qualification should be notarised by a firm of solicitors.
- o Notarised copies to be sent to Foreign and Common Wealth Office to stamp them <http://www.fco.gov.uk>
- o Qatari Embassy to stamp them after the FCO stamp

The cost is approximately 45 Sterling Pounds per document. This cost is not covered by GES.

THE GULF ENGLISH SCHOOL

DOCUMENTS NEEDED

- **CURRENT TEACHER CERTIFICATION** – from an accredited state or national accreditation agency.
- **PROFESSIONAL DOCUMENTATION** – statements and/or documents concerning education or work experience, recent references and any other verification of such statements which the SCHOOL may request.
- **MARRIAGE CERTIFICATE** – An attested copy of the marriage certificate is required for all teaching couples. (Please follow steps of attestation mentioned in the Official Transcript attestation).
- **HEALTH CERTIFICATE** – For the EMPLOYEE and each Authorised Dependent giving the results of a medical examination carried out not more than six (6) months prior to the beginning of the Provisions of Contract.
- Police Clearance or Police certificate GES recognises the importance of maintaining a safe place for our students and Employees, hence we request an original Police Clearance certificate from your country of origin to be kept on your file during your working period with GES.

Upon your arrival you will be requested to provide the originals of all the above documents in addition to:

- **PASSPORT SIZE PHOTOS** – Fifteen (15) of the EMPLOYEE (blue back ground)
- Original driving license if available

GES Remuneration Package

Local Medical Coverage

Medical benefits are provided for all staff sponsored by the school. The school provides local medical coverage in Qatar. You will be issued a health card once your residency is issued. The school covers the cost of issuing/ renewing the medical card. If you need to see a doctor before you are issued a medical card, you could visit any of the private hospitals/clinics. All costs incurred will be covered by the school. Clinical departments in Hamad Medical Corporation

- Critical care areas
- Emergency department
- Laboratories
- Intensive care unit
- Occupational therapy
- Paediatric
- Physiotherapy
- Radiology
- Respiratory Therapy
- Speech therapy
- Surgical services
- Women's hospital
- Dermatology and venereology
- Otorhinolaryngology, head and neck surgery
- Psychiatric department
- Oral surgery department

Local Medical coverage

- The local medical coverage covers all medical services necessary to maintain your health, but does not cover optional treatments such as elective cosmetic surgery.
- Hospital cover (inpatient services-treatment)
- Emergency cover
- Ambulance cover
- General treatment cover
- Dental treatment at any of the local medical clinics (associated with Hamad Medical corporation)

Hospital Cover

- The medical coverage provided by the school covers any admission to Hamad Medical corporation (any associate hospital –Al-Khor-Al-amal-Rumilah hospitals). The hospitals offers the option of private rooms or suites with additional charges, the school does NOT cover those charges.
- Treatments provided by the hospital during your stay are all covered by the health coverage provided by the school.
- In case of wait-lists for operations covered by the school's medical insurance, GES will pay the employee the cost of operation (Depending on urgency).

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School Trips

The school will provide insurance for staff travelling on school trips or attending any overseas professional development

Dependant medical coverage

Once you have your residency, you will be able to sponsor any dependents. Employees are responsible for obtaining health cards for their dependents (school may assist you however the cost of medical cards should be paid by the employees).

Medicine:

- The costs of any medication prescribed by your doctors are not covered by the school and not part of the local medical coverage.
- There is a minimal charge of 10% for medications for chronic illnesses (repeated prescriptions). The charge is covered by employees.

Air Transportation

The Gulf English School provides the ticket of economy class transportation from home of record at the commencement of the contract and return to home of record at expiration of the contract for the Overseas Hired teachers.

In addition, the ticket of round trip excursion economy class to home of record is provided for each year of the contract for teachers hired overseas.

- Overseas hires are entitled to annual flight tickets. The school provides tickets for employees only and not for any dependents.
- When you join GES you will be provided a one way ticket from your city of Departure to Doha on Qatar airways/any other carrier if Qatar airways does not fly from your city of departure.
- During your contract you are entitled to annual return ticket on Qatar airways (any other carrier if Qatar airways do not fly to your destination) to the destination specified on your contract. You will be issued a voucher which is used at the travel agency to book your ticket. You could book your ticket to your destination or use the value of the ticket to travel anywhere else.
- Value of the ticket differs in peak season hence your entitlement is the value of ticket to your destination (Qatar airways or any other carrier) at the time of booking your flight.
- If you wish to use your ticket at any other time (not during the summer vacation) you will be provided with the value of the ticket during the summer vacation i.e. value of a ticket Melbourne in July in 8,900QR. You will be entitled to the same value at the time you wish to book your ticket.
- If an employee resigns during probation period they will be responsible for the cost of the flight ticket to leave Qatar.
- If an employee is dismissed during probation period they are entitled for the ticket to leave Qatar.
- If an employee resigns during the initial contract of two years after completion of one academic year they will be entitled to a one way ticket.
- If an employee resigns during their contract ticket entitlement will be calculated on pro-rata basis.

Shipping Allowance

Overseas hires are entitled to a shipping allowance of 1200QR when they join and the same amount when departing Doha. The allowance is paid upon your arrival to Doha on provision of shipping receipt.

Housing

GES provides housing, based on the categories of singles, couples, and families, to include appliances and furniture. The GES covers utilities and set up telephone lines however internet and phone bills are covered by the staff members and not by GES.

Maintenance of the accommodation is also provided by GES except in case of negligence or wilful misconduct by the Overseas hired teacher or guests.

- Housing is provided for overseas hire.
- School accommodation is fully furnished including utilities (gas, water and electricity). The school sets up phone lines in each of the flats.
- Staff are responsible for paying the telephone line rental (33QR monthly) and internet/TV packages.
- The school holds 5000QR of end of service benefits as a deposit for any damages in the accommodation. The amount is refunded before you leave Qatar. Accommodation has to be cleaned prior to your departure. If the accommodation is not cleaned upon your departure the school will hold 1000QR as cleaning charges.
- Overseas hires who do not wish to be accommodated in the school accommodation are offered housing allowances of 3000QR per month.
- Single hire staff are entitled to one bedroom accommodation.
- Couples are entitled to two bedroom accommodation
- Families are entitled to three bedroom accommodation

Re-signing Bonus

- Completion of 3 years with GES and signing contract for the 4th year, teachers are entitled to up to 50% of monthly salary not exceeding 5500QR.
- Completion of 6 years with GES and signing contract for the 7th year, teachers are entitled to full month salary not exceeding 10,500QR.
- Completion of 9 Years with GES and signing contract for the 10th year, teachers are entitled to full month salary not exceeding 12,000QR.

Bonuses will be paid to teachers as per criteria defined above upon their return to GES along with the September Salaries.

The duration of 3 years, 6 years and 9 years has to be continuous years with GES without any long leaves or gap years in between (if they sign 2 years contract).

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All local hire teachers are entitled to a re-signing bonus on the following basis:

- Completion of 3 years with GES and signing contract for the 4th year, teachers are entitled to 30% of monthly salary.
- Completion of 6 years with GES and signing contract for the 7th year, teachers are entitled to 60% of monthly salary
- Completion of 9 Years with GES and signing contract for the 10th year, teachers are entitled to 90% of their monthly salary.
- As per the above policy.

Waiver of Tuition

GES provides waiver/discounts of tuition to the school for the school age children of full-time overseas hired staff.

- Up to two children free placement.
- 50% for the third child.
- Full fees for any other children.

Local hire

25% discount on school fees for up to 2 children.

Salary

All salaries are paid in Qatari Riyals (QR) - the Qatari currency. The riyal is easily converted into US dollars and other major currencies and is stable due to set exchange rates by the government. The school will assist you in opening a local bank account during orientation week. Your GES pay will be deposited directly into your account on the 28th of each month. June and July salaries are all paid at the end of June. Banks and their branches as well as ATMs are located throughout the city.

Overseas staff:

Teachers are placed on the "A" salary scale, which is 10 steps. Salaries are offered based on years of experience when joining GES. The starting step for teachers with one year experience is step A1 which is 7,000QR and the highest is A10 which is 13,200QR. Teachers are placed on 2 years contract when they first join GES with no salary increments.

After the initial 2 years contract, teachers will receive salary increments based on performance. Teachers who meet all standards will be raised 30 one step on the salary scale; teachers who exceed standards will receive 50QR for each standard as an additional allowance paid from September until June. The allowance will not be included in final gratuity or holiday pay.

Teachers who reach the highest step on the A salary scale, will be placed on the 'Advanced Skills' scale with added responsibilities.

Arabic and Islamic studies teachers (local hires)

Arabic and Islamic Studies teachers are placed on the B scale, based on their qualifications and years of experience.

Arabic and Islamic Studies teachers on GES sponsorship are offered housing allowance of 2500QR and annual flight tickets.

Gratuity

All staff are entitled to gratuity of 21 days for each calendar year. The initial contract at GES is for two years. The gratuity is calculated according to the following:

21/365 X (days of employment).

If an employee resigns during their initial contract before the completion of a full calendar year they will NOT be entitled to any gratuity/August pay. If an employee leaves GES and returns for one year contract only they will NOT be entitled to any gratuity.

CONTINUOUS PROFESSIONAL DEVELOPMENT

GES provides financial support for professional development opportunities for its professional teachers, according to the following terms and conditions:

GES will pay up to **1800 QR (\$500)** per teacher per academic year- towards professional development opportunities. For teachers to be eligible for this financial support, the following conditions must be met:

- Prior approval is obtained from the school Leadership Team;
- The programme/course/conference is directly related to what the teacher teaches or will teach at GES or related to the teacher's management responsibilities, and the school/teacher has identified the need to attend;
- The teacher has made a contractual commitment to return to GES for the following school year (sign in-service agreement).

If the teacher does not use his/her professional development funds in a given school year and returns to GES the following school year (provided agreement is signed to return to the school the following academic year), he/she may use the professional development funds the following school year, subject to the terms of this Policy. The teacher cannot carry over unused professional development funds for more than one year.

Teachers/staff members who attended any paid professional development courses outside/hosted by the school will be asked to sign an in-service agreement for The Gulf English School, according to the following criteria:

1. For any courses that cost 1800 QR (the PD allowance fund allocated per staff member) sign an in-service agreement to return the following year or refund the amount to GES.
2. Courses that cost 0-1000 QR (in addition to the PD allowance) teachers/staff members will be asked to sign an in-service agreement for an additional academic year with The Gulf English School.
3. Courses that cost 1001-3000 QR (in addition to the PD allowance) teachers/staff members will be asked to sign an in-service agreement for two additional academic years with The Gulf English School.
4. Courses that cost 3001-5000 QR (in addition to the PD allowance) teachers/staff members will be asked to sign an in-service agreement for three additional academic years with The Gulf English School.

If a teacher/staff member decides to leave the school before the end of their in-service agreement, they will reimburse the school on a pro-rata basis.

If a teacher/staff member is dismissed for any reason, **NO** reimbursement will be required.

Leave

All staff are provided with leave including sick and emergency leave, maternity leave and personal/bereavement leave (all has to be in coordination with your line manager, Head and Business Manager) official documentations should be provided.

APPRAISALS

Student Feedback

All teachers at The Gulf English School participate in a student feedback process that takes place in March of each year. This data, collected from all students in the Secondary School and parents in the Primary School, is used as a self-reflective piece in the professional growth and evaluation process.

Performance Review

Your performance is important to our school. At least once a year, the Head will review your job progress within our school and help you to set new job performance plans.

Our performance review programme provides the basis for better understanding between you and the Head Teacher in regards to your job performance, potential and development within the School.

New employees will generally be reviewed at the end of their introductory period.

Standards and Benchmarks

- Effectiveness in the classroom
- Relationship with students
- Relationship with parents
- Relationship with peers
- Relationship with senior management
- Genuine interest in children
- Ability to communicate effectively with peers
- Setting high yet realistic expectations of students
- Tolerance of frustration
- Meeting deadlines
- Contribution to extracurricular activities
- Positive and optimistic attitude to school issues
- Willingness to work hard
- Lesson planning
- School attendance
- Punctuality
- Enthusiasm
- Ability to inspire students
- Knowledge of subject
- Encouraging a positive school spirit
- Promotes high level of student discipline
- Degree of organisation in work-related matters
- Acceptance that educational change is now the norm
- Interest in educational issues
- Belief that teachers should continually learn and develop
- Potential to be an innovator in school
- Interest in whole-school issues
- Willingness to consider seriously evidence from educational research
- Willingness to contribute to school development outside his/her normal role
- Willingness to undergo relevant in service training in and out of school time
- Classroom organisation/General good Keeping.

OBSERVATION AND APPRAISALS

Teaching Standards

TEACHING STANDARD #1 : Pursues current Knowledge of content and teaching practices, and is committed to continuous learning

Meets Standards	Exceeds Standards	Suggested evidence
<ul style="list-style-type: none"> ▪ Seek professional development opportunities. ▪ Honours school-wide agreements and expectations in sustaining well –defined common goals. ▪ Attending CPD ▪ ESL training within first year of employment. ▪ Integrates learning from professional development opportunities in line with agreed Teaching targets set by ELT. ▪ Peer to peer observations in a different Key Stage / department and sharing the outcomes with colleagues. ▪ Shares learning from professional development opportunities with colleagues in structured environments, such as faculty. 	<ul style="list-style-type: none"> ▪ Provides leadership in school improvement initiatives by working on committees. ▪ Mentors colleagues in supporting school-wide agreements and expectations. ▪ Disseminate knowledge and skills acquired through the pursuit of further CPD i.e.: courses attended, online courses etc. ▪ Peer to peer observations across all Key Stages and sharing the outcomes with colleagues. 	<ul style="list-style-type: none"> ▪ Requests and sets up CPD or peer observation activities. ▪ Implementation of goals or targets set in School Improvement plan. ▪ Certificate for completing ESL course. ▪ Implementation of targets set ▪ Completion of Peer Observation Form and feedback of observations and reflections. ▪ Shares resources or information at Year Group/Faculty meetings – minutes of meeting/agenda. Minutes from meetings or documents/actions from Committee work. ▪ Meets and supports a colleague over a sustained period of time with specific, measurable outcomes. ▪ Feedback at an INSET/CPD session. Lead a course or activity to teach knowledge and skills.

TEACHING STANDARD #2 : Demonstrates high quality teaching and uses effective instructional strategies that make learning meaningful

Meets Standards	Exceeds Standards	Suggested evidence
<ul style="list-style-type: none"> ▪ Delivers GES curriculum which is planned with cross curricular links. ▪ Delivers well planned creative lessons which include a clear learning objective, an introduction, middle and plenary. ▪ Students actively engaged in tasks appropriate to level and needs ▪ Implements a variety of teaching methods and uses a range of resources to aid learning ▪ Differentiates instructional strategies and resources to meet the needs of all learners ▪ Previous assessments and pupil levels are taken into account in planning ▪ Demonstrates sound subject knowledge which is age and level appropriate ▪ Safe, secure and stimulating learning environment where good relationships are evident ▪ Sets, marks and monitors homework/projects according to the GES homework policy ▪ Demonstrates behaviour management strategies according to GES behaviour policy ▪ Evidence of achieving personal teaching targets set last year by LT 	<ul style="list-style-type: none"> ▪ Linking action plans for individuals to planning and evidence of this shown in lessons (including G&T, LS and ESL) ▪ Identified as showing outstanding practice in an area and providing support to others, sharing good practice. ▪ Uses summative assessment to support individual pupils where appropriate 	<ul style="list-style-type: none"> ▪ Lesson observations ▪ Learning walk feedback ▪ Book moderation feedback ▪ Planning moderation feedback ▪ Drop in observation feedback ▪ INSET delivery ▪ Emails ▪ Teacher target setting and evidence of achievement ▪ Planning and assessment inputted on Rubicon ▪ Firefly posts (homework)

TEACHING STANDARD #3: Uses a variety of assessment strategies and data to monitor and improve instruction.

Meets Standards	Exceeds Standards	Suggested evidence
<ul style="list-style-type: none"> Knows, understands, and uses the GES essential agreements on assessments (SATS, APP grids, CATS, PTM, PTE, and EYFS etc.). Differentiates instructional strategies and resources using student data. Adheres to and uses the GES marking policy consistently and correctly. Marking must include constructive feedback which is linked to learning objectives and student targets. Uses ongoing assessment to inform planning. Involves students in self and peer assessment. Informs students of their levels and indicates skills necessary to reach next levels. Provides evidence that students are meeting their target grades. 	<ul style="list-style-type: none"> Uses assessment data (grade distributions, trends in grades, standardised test scores) to adapt instructional practices to enhance student learning. Is able to show evidence of many students who perform above GES expected assessment levels for the year group in termly assessments, PTE, PTM, CATS, EYFS profiles etc. 	<ul style="list-style-type: none"> Differentiation is evident in lesson planning. Scrutiny of students' work clearly shows evidence of adherence to the GES marking policy. There is evidence of annotation/adjustment of lesson planning in light of assessment results. Some of the students' work has been clearly peer/self-assessed. When questioned, students know their levels and understand the necessary steps to progress to the next level. Assessment levels confirm that students are meeting their target grades. There is clear evidence that students' assessment results have been analysed and that individual learning styles are catered for in future lesson planning and class groupings. Assessment levels confirm that many students are exceeding their target grades.

TEACHING STANDARD #4: Maintains and models GES values/Vision and Mission

Meets Standards	Exceeds Standards	Suggested evidence
<ul style="list-style-type: none"> ▪ School vision and mission is a reference point for all practice. ▪ Classroom environment fosters the school values. ▪ School values are used as a reference when reflecting on self and student issues, behaviour and achievements. ▪ Setting individual targets (personal best) ▪ Develop creativity. ▪ Develop students' life skills and link teaching to real life. ▪ Builds good character traits within students to take responsibility for own actions. Teachers provide this focus and utilize behaviour system and anti-bullying initiative. ▪ Demonstrates sensitivity, tolerance, and respect for diverse cultures and foster a safe, positive and student- focused community/ environment. ▪ Supports school-wide expectations for student behaviour. ▪ Models the value of honesty, respect, responsibility, and compassion toward all segments of the school community. ▪ Empowers students to have a voice pertaining to classroom standards, rules and consequences. ▪ Creates a dialogue with students who do not demonstrate trust and responsibility and facilitates self- reflection on their behaviour ▪ Works collaboratively to support school-wide expectations for student behaviour. Identifies a student problem and proactively helps to find a solution. ▪ Proactively identifies students needing extra support and refers them to Learning Support. 	<ul style="list-style-type: none"> ▪ Actively looks for and creates additional opportunities to demonstrate independence and responsibility (i.e. student jobs in the classroom, eliciting and promoting students to help and care for the school environment). ▪ Actively creates opportunities for students to demonstrate care, support, responsibility, and respect. ▪ Engage students in conversations about vision and mission of the school on a regular basis. 	<ul style="list-style-type: none"> ▪ Lesson observation ▪ Learning Walks ▪ Staff Focus group ▪ Parents meetings with reference to G&T, LS etc. ▪ Parent meetings with regards to behavioural issues ▪ Set up and attend student bodies/projects e.g. student council.

TEACHING STANDARD #5 Initiates and participates in collaboration and effective communication with students and parents

Meets Standards	Exceeds Standards	Suggested evidence
<ul style="list-style-type: none"> ▪ Maintains collaborative and cooperative relationships with students and parents. ▪ Knows and follows the correct procedures regarding parent communication and meetings. ▪ Initiates timely parent communication to support students using the GES agreed lines of communication. ▪ Consistently communicate learning and behaviour expectations with pupils and parents where necessary. ▪ Consistently provide timely feedback regarding student performance and achievements on portal ▪ Respond to parents' questions within 24 hours 	<ul style="list-style-type: none"> ▪ Promotes the school and student achievement through Al-Sedra newsletter and School Website and other forms of media. (At Regular Intervals) 	<ul style="list-style-type: none"> ▪ Fills in the appropriate paperwork with regards staff and parent communication. ▪ Minutes of meetings ▪ Agreed targets and follow ups (staff/Students/parents) ▪ Letters sent (via portal) to parents regarding school issues ▪ Hold parent meetings with respect to behaviour and academic concerns ▪ Feedback to parents/students with regards to student progress through portal and firefly ▪ Records of emails in response to parent questions. ▪ Devise appropriate action plan with parents and teachers for student support where necessary. ▪ Articles and blogs posted on school social media consistently.

TEACHING STANDARD #6 : Demonstrates effective interpersonal relationships with all members of the GES community

Meets Standards	Exceeds Standards	Suggested evidence
<ul style="list-style-type: none"> ▪ Maintains collaborative and cooperative relationships with all members of the school community. ▪ Is viewed by colleagues including administration; as a constructive contributor to the overall atmosphere of the school. ▪ Goes to the source when there is an issue. ▪ Engages in open, honest, and respectful communication. ▪ Solves problems in a collaborative manner with peers. ▪ Approaches problems with a constructive attitude and works proactively toward resolution. ▪ Encourages, respects, and/or shares multiple viewpoints, including dissenting opinions and constructive criticism. ▪ Takes initiative to build positive school morale in visible ways. ▪ Actively volunteers and collaborates in school committees and task forces for school improvement. ▪ Fulfills contract requirement of after-school service. ▪ Is actively involved in in-school activities. ▪ Actively volunteers and participates in a variety of school events, student activities and/or school improvement initiatives beyond the classroom. ▪ Is visible in the GES community by being present at a number of after school events. 	<ul style="list-style-type: none"> ▪ Coaching/mentoring/team teaching outside of normal role. ▪ Volunteers to organize school events and completes the successfully. ▪ Takes significant responsibility for the success of a major student activity or event. ▪ Works on a number of different committees for the purpose of moving the school forward. ▪ Creates opportunities for staff to collaborate and ensures that the conclusion is a successful one ▪ Creates new opportunity for students to excel in ECA or curriculum areas 	<ul style="list-style-type: none"> ▪ Meeting minutes of team meetings. ▪ Clear evidence of planning whole school event ▪ Planning of overseas trip and all documentation ▪ Record of dialogue in coaching/mentoring and effects of this ▪ Articles of Al Sedra ▪ Obvious contribution to Rubicon Planning for whole team ▪ Present at all team meetings and minuted contributions to them ▪ Minuted presence at meetings for school improvement/CIS etc.

TEACHING STANDARD #7: Uses technology effectively to achieve school objectives

Meets Standards	Exceeds Standards	Suggested evidence
<ul style="list-style-type: none"> ▪ Effective use of all web based resources available in school. ▪ Uses MIS System properly ▪ Uses Rubicon Atlas to plan, map, share and develop curriculum ▪ Uses Firefly according to school agreements ▪ Uses subject specific technology, where appropriate, in instruction. ▪ Meets electronic deadlines. 	<ul style="list-style-type: none"> ▪ Mentors colleagues to support them in learning and using technology effectively in the classroom. ▪ Works with appropriate teams to ensure MIS, Rubicon and Firefly (School Learning Platforms) are being used effectively, efficiently and for purpose. 	<ul style="list-style-type: none"> ▪ Provide evidence of web-based resources that have been used to improve teaching/learning ▪ For registration, attendance, behaviour system, rewards system, parental communication, reports, tracking. ▪ Provide clear evidence of individual contributions to Rubicon as part of a school team (Year group/Department). ▪ Provide clear evidence of individual contributions to Firefly (uploading, communications, developmental work in school) ▪ Where an IWB is in a classroom that you teach, demonstrate how it has been used effectively to improve quality of teaching/ learning. Where not in class, demonstrate how you have used subject specific technology (booking ICT room for specific teaching/learning, booking I-pads for specific teaching/learning). ▪ Checks email twice a day– in the morning and the afternoon- and responds appropriately. ▪ Provide some examples of appropriate e-mail responses that have contributed to improved communication/ school-based outcomes. ▪ Show evidence of collaboration with colleague(s) that demonstrates improvement in their effective use of technology in the classroom. (A thank you email from a colleague for help does not meet the evidence for this standard. The support must be both sustained and have demonstrable outcomes) ▪ Provide evidence of how you have made a sustained commitment to developing/ collaborating/training with regards to these 3 learning platforms in the school. Evidence must be provided in terms of looking at the platforms in terms of actions and verification with wider teams in terms of collaboration. If training has taken place, details of the training and actions following the training must be provided.

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Technology

Technology is an integral part of the GES strategic plan. To live, learn, and work in an increasingly complex and information-rich society, students must be able to use technology both effectively and ethically.

We believe that one of the best ways to enhance learning is to integrate technology into the learning process across the curriculum using stimulating and dynamic learning experiences.

The school will provide an effective environment by adequately supplying with educational technology so that students can become:

- Capable, confident and ethical users of information technology information seekers who are capable of critically:
 - Organising
 - Analysing
 - Evaluating
 - Manipulating the information that they obtain.
 - Efficient users of information to solve problems and make decisions
 - Creative and effective users of productivity tools
 - Effective multi-media communicators and web publishers
 - Global citizens who make a contribution wherever they live in the world
 - Lifelong learners who have the necessary skills and attitudes to study online

All teachers are assigned laptops ready to be used.

Double First (Information Management System) is used for our school information system. It allows full-time community access to grades, student schedules, and other school information from any location.

Unacceptable Uses

The school's technical resources should not be used for personal gain or the advancement of individual views.

Employees who wish to express personal opinions on the internet are encouraged to obtain a personal account with a commercial internet service provider and to access the internet without using school's resources.

Playing computer games, accessing chat forums or any social networking websites are not permitted during regular work hours.

Your use of the school's technical resources must not interfere with your productivity, the productivity of any other employee, or the operation of the school's technical resources.

Sending, saving or viewing offensive material is prohibited. Messages stored or transmitted by the school's computers must not contain content that may reasonably be considered offensive to anyone.

Offensive materials include, but are not limited to sexual comments, jokes or images or any other comments that may offend someone. Violators will be subject to disciplinary actions up to and including discharge.

Access to information

The school asks you to keep in mind that when you are using the school's computers you are creating school documents using a school asset. The Gulf English School respects the individual privacy of its employees. However, that privacy does not extend to an employee's work related conduct or to the use of the school-provided technical resources or supplies.

Confidential information

All employees should safeguard the school's confidential information, as well as that of students and others from disclosure.

Software Policy

If you want to install software on school computers, you must contact the School's Manager and the software will be installed by the IT administrator. Employees are prohibited from installing any software on any school technical resource without the express prior written permission from the Manager of the school.

Your Responsibilities

Each employee is responsible for the content of all text, audio or images that they place or send over the school's technical resources.

Employees may access only files or programmes, whether computerised or not that they have permission to enter.

Violations of any guidelines in this policy may result in disciplinary action up to and including termination. In addition, the school may advise appropriate legal officials of any illegal violations.

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Safety

At The Gulf English School safety can only be achieved through teamwork. Each employee, supervisor and manager must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions immediately.

Please observe the following precautions:

- Notify your supervisor of any emergency situation. If you are injured or become sick at work, no matter how slightly, you must inform your supervisor immediately.
- Use, adjust and repair machines and equipment only if you are trained and qualified.
- Get help when lifting heavy objects.
- Understand your job fully and follow instructions. If you are not sure of the safe procedures, do not guess rather ask your supervisor.
- Know the locations, contents and use of first aid and fire fighting equipment.
- Wear personal protective equipment in accordance with the job you are performing.
- A violation of a safety precaution is in itself an unsafe act. A violation may lead to disciplinary action, up to and including dismissal.

MOVING TO DOHA

Once you sign your offer letter with the school, you should start planning your move to Doha.

The Business Manager will be in touch with you to ensure that you provide the school with copies of your passport to arrange for the work visa; once your work visa is processed we will then issue you the e-ticket and send it to you via e-mail. We usually try to finalise all the travel arrangements by the end of July.

IMPORTANT!

If your passport is about to expire, it is essential that you apply for a new one and send the NEW PASSPORT NUMBER to the school.

There are five main issues that we will help you address very early in the process, including visa paperwork, shipping, flights, housing and the registration of dependents.

You are always welcome to contact our Human Resources department directly with questions at:

HRhead@gulfenglishschool.com

Entry Visas and Residencies

With the exception of other GCC States, everyone else needs a visa to enter Qatar. The Gulf English School serves as your sponsor in the country and will procure your entry visa (s). A copy of your visa will be emailed to you prior to your arrival.

The Gulf English School serves as a sponsor for expatriates hired outside of Qatar for processing entry visas. The school will process all necessary documentation and assist expatriates hired outside of Qatar with the formalities such as work visa, fingerprinting, medical check, driving license, etc.

- You will receive your work visa in July.
- Upon your arrival a medical appointment is made for the medical check.
- Fingerprints are taken following the medical check results.
- Residencies are then stamped and you will be issued an ID card. This process may take up to 8 weeks.

Exit Permit

Once your residence permit is processed you should obtain an exit permit from the school each time you are to leave the country. The exit permit should be requested at least 48 hours prior to your departure in writing and with the specific dates of your trip. However, in case of emergencies, an exit permit can be granted in a few minutes. The cost of the exit permit is QAR 10 per permit.

In regards to your return ticket during the summer holiday, you will be provided with a travel voucher in March that you could use to travel to your home city or any other destination within the same value of the voucher, any additional charges will be charged to the staff member.

Dependants Registration

If your children are joining the school, you should provide all the required documents in order to register them in school. More information about documents and fees are available upon request.

You should also buy the school uniform from the school supplier. Another member of staff will assist you in finding the shop.

Any fees will be deducted from your salary according to a scheduled agreement with the Business Manager.

Dependants Residencies

Your spouse and children residencies will be processed once your residency permit has come through, as you will act as their sponsor. If your residency takes longer than 4 weeks to process, then their visit visas will have to be renewed. Please contact Ayman Al Nama to arrange all paperwork.

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- Any dependents will come into the country on a visit visa purchased at the airport. The cost of the visit visa is 100QR, visit visas are extended for an additional month for an additional 100QR. It is the responsibility of staff to ask for extension for the visit visa to avoid any penalties (500QR per day penalty).
- Once your residency is issued the process for dependents residencies is a similar process.
- The cost of family visa for each dependent is 400QR.
- The cost of the medical check and fingerprint is 100QR.
- The cost of the residency is 1200QR and 800QR for renewal on annual basis.
- Marriage certificates (attested) and birth certificates are required for dependent residencies

Pets

There are three ways of transporting your dog or cat by air. Bear in mind that if the kennel does not meet the requirements specified below, you can be denied boarding privileges:

In the cabin: in the case of small cats and dogs, you have the option of allowing them to travel with you in the cabin under the seat in front of you. Since this space is small, you should keep the following points in mind: your pet will have to fit into a kennel no larger than 43 x 31 x 20 cm (length x width x height). The combined weight of the kennel and your pet cannot exceed 4 kg.

In the hold: your pet can travel with you in a ventilated baggage compartment in the hold of the aircraft. To travel safely, your pet has to travel in a specially designed 'sky kennel'. If your kennel does not meet the requirements specified by the airline, you can be denied boarding privileges.

Via Cargo: If you wish your pet can travel unaccompanied and be shipped this way. Please refer to the cargo company for further and accurate details.

Bookstores & Music

There are two major English language bookstores in Qatar - Jarir and Virgin. They carry a decent selection of magazines and paperback books, both of which are expensive, compared to UK prices. Virgin also sells a variety of CDs and DVDs.

Many teachers bring a good supply of reading material and exchange books throughout the year. Other teachers buy online and have the books shipped to Doha.

Car Rentals

The school will assist you in the rental of a car shortly prior to your arrival.

A rental car will be delivered to your house and you will have the freedom to venture off on your own. All premium standard size cars can be rented for approximately 600-900 Sterling Pounds per month.

You can rent a car on most foreign licenses, and while driving can be a little intimidating, you'll have no problem getting around-and petrol is very inexpensive by U.S. and European standards.

Please familiarise yourself with Qatari driving rules before you venture out– some penalties come with hefty fines.

Buying a Car

All popular makes and models are available-new and used. You may purchase a car being sold by a departing teacher and have it waiting at school upon your arrival or you may rent a car upon your arrival and go “car shopping” at your leisure once you have your Residence Permit, which usually takes six weeks.

The cars of choice in Doha seem to be the Toyota Land Cruiser and the GMC Suburban-the bigger, the better! This prevalence of Land Cruiser and Suburban’s say something about the driving habits in Doha. People drive fast and aggressively, but your personal comfort level will depend on your previous driving experiences.

Many people buy used cars from expatriates who are moving back home, and we do live in a transit community so these are often available for a variety of prices depending on the make and model of the car.

New cars in Qatar are all generally fully optioned. A deposit is paid and bank financing is available for the balance.

In addition to the cost of the vehicle, it is important to consider that you cannot purchase a car without having a Residence Permit.

This usually takes about six weeks and you should be prepared to rent until your R.P. is complete.

Clothing and Accessories

Men’s and Women’s clothing is readily available in Doha. If you cannot find what you want, there are many tailors who do excellent copy work. You bring them a sample of the item you want copied and the fabric and they will create it for you. The quality is excellent and it is inexpensive.

Children’s clothing of all kinds and in every price range can be found here.

Warm Weather Clothing

It is advisable to bring cotton and/or cotton-blend clothing. Generally, the lighter the weight the better.

Currency

The unit of currency is the Qatar Riyal (QAR), which is divided into 100 Dirhams. Notes in circulation are 1, 5, 10, 50, 100 and 500 Riyals. Commonly found coins are 25 and 50 Dirhams.

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The Qatari Riyal has a fixed rate against the USD 1\$ = QAR3.65

Dining Out in Doha

There are many expensive, upscale restaurants – several located in the major hotels - featuring Arabic, Asian, Chinese, French, Italian, Swiss specialties.

Also, there are mid-priced, family restaurants and fast food restaurants such as A&W, Arby's, Baskin Robbins, Burger King, Dairy Queen, Domino's Pizza, Hardee's, Kentucky Fried Chicken, McDonalds, Pizza Hut, Starbucks, Subway, TGIF, and TCBY. Restaurants you may recognise include Appleby's, Bennigan's, Chili's, Fuddruckers, and Ponderosa.

Domestic Help

A maid can be employed on a full or part-time basis to clean, cook and baby-sit as required. The wage for a day-maid who comes in to work part time, but lives in her own home, is approximately QR50 per hour, more if cooking is involved.

Wages for a full-time maid vary considerably depending on their responsibilities, and whether or not child care is required and whether accommodations, meals, etc. are provided, but expect to pay between US\$400 and \$600 per month.

Driving Licenses

Foreign residents of Qatar must change their country drivers' licenses to a Qatari driver's license as soon as possible if they wish to drive. During your initial orientation days, you will not be able to drive unless you have an international driving license that allows you to drive for up to 6 month.

Teachers coming from the UK could change obtain International Driving licenses through the post offices. For further information please visit the link below:

<http://www.postoffice.co.uk/international-driving-permit>

Permanent driving licenses require driving tests (theory and practical).

Permanent driving licenses are obtained once your residencies are issued, to issue a permanent driving license you must have the following documents to submit to the traffic department:

- An eye test certificate;
- Company registration certificate for GES;
- Sponsor's letter from GES;
- 2 photographs (blue background, glasses if you wear them
- Your theory test result
- Your practical test result

Electricity

Electricity is expensive in Doha. The voltage is 220 and most UK-made appliances work, however, you will need transformers. Most teachers, however, purchase electrical appliances here.

Electrical Appliances

Stoves, Refrigerators, Clothes Washers and Microwaves: the school provides these major appliances for your household. All brands are similar in style to UK brands.

Air Conditioners and Fans: all teachers have air conditioning in their homes and apartments. Depending on the year, AC is necessary from April/May through October/November. Ceiling and portable fans are available for purchases if needed during the “fringe” months.

Heaters: it can be “cold” during the winter months. Houses and apartments are neither heated nor insulated. You may require heat. Both kerosene and electric heaters are available here. Clay convection electric heaters are excellent and are also available.

Small Appliances

Toaster/Grill ovens, microwaves, mixers, blenders, electric fry pans, popcorn poppers, electric blankets, radios, hair dryers, and vacuum cleaners and bags are all available in Doha.

Holidays and Qatari Celebrations

Qatar’s holidays are primarily Islamic.

The big one is Ramadan, a month when everyone fasts between sunrise and sunset to conform to the fourth pillar of Islam.

Ramadan ends with a huge feast, Eid al-Fitr, during which everyone prays together, visits friends, gives presents and eats sumptuous meals.

Eid al-Adha, is the other big feast of the year, marking the time when Muslims should make the hajj (pilgrimage) to Mecca.

All of these holiday dates vary due to the following of the lunar calendar.

Qatar’s only non-religious holiday is National Day, on 18 December.

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Household Furniture and Goods

Furniture: the school provides all the basic furniture for your household. You will find table and chairs in the kitchen, and beds, nightstands, dressers and wardrobes in the bedroom. Your living room will include a variety of couches, chairs, coffee and end tables, and lamps. A dining room table and chairs, and a buffet will complete your furnishings. Most homes have a third bedroom / study which will have a desk for each household.

Additional accents items may be purchased locally. Home Center, IKEA, The One, and other large stores offer a good selection of western furniture and goods at prices, which are competitive with UK prices. Upholstering can be done.

Newspapers

There are three English language newspapers published in Qatar - the Gulf Times, the Peninsula and the Qatar Tribune. International newspapers such as the Herald Tribune are now printed in Doha, but tend to be expensive.

Recreational & Leisure Activities

There are a variety of recreational activities available in Qatar. Opportunities exist in amateur dramatics (Doha Players Theatre), arts and crafts, billiards and snooker, bowling, chess, cooking classes, dancing, gardening natural history groups, photography clubs, and yoga, among other leisure time activities.

Sports play an important role in the social lives of Qatar residents. The year begins with the ExxonMobil Tennis Open, which has attracted the likes of Roger Federer and Andy Roddick.

In March, Qatar hosts the Qatar Total Tennis Open for Women. The Qatar Masters Golf Tournament is being held at the end of January this year.

There are several Health and Recreation (Fitness) Centres offering a variety of membership programmes. Many include access to tennis, handball and squash courts, swimming pools, and the like. Sailing, golf, ice skating & hockey (yes, there are two ice skating rinks), horse racing and riding, motor sports, rugby and running clubs, sailing, scuba diving, sea fishing, a wide variety of water sports.

South of Doha, there are beaches along the road to Umm Said, but they're nothing to write home about.

Ardent beachcombers should visit the beaches around Dukhan in the West of the country - especially near Bir Zakrit, where there are some interesting limestone rock formations. This is also a popular camping spot.

Desert excursions are a great way to wile away the time in Qatar - most head for areas southwest of Doha along the road to Salwa. Some of the beaches on the north-eastern coast are additionally well worth a visit. You may want to try dune boarding, or dune surfing.

Religion and Worship

Islam is the official religion of the country, and Shari'a (Islamic Law) is the principal source of legislation. The Qatari government, however, endorses freedom of religion and various religious groups hold regular services throughout Doha.

Stores in Doha

Shoppers in Qatar have never had it so good. There are a wide variety of stores for your shopping pleasure. Several large malls have opened - Landmark, The Mall, Villagio and Hyatt Plaza - in addition to a myriad of smaller plazas, shopping complexes and individual stores.

Doha actually claims to have the largest shopping mall in the Middle East: the 5-floor, 350-shop called City Centre. Rather than just one main "downtown" area, Doha has several shopping districts.

Store names you may recognise include Carrefour, Debenhams, Esprit, Floresheim Shoes, Giordano, Hush Puppies, Montana, Nine West, Osh Kosh B'Gosh, Tommy Hilfiger, and Toy's 'R Us.

Vacation Planning

Qatar is a small country, but boasts a large expatriate population.

There are many schools that follow similar schedules to that of The Gulf English School. For these reasons and the fact that deposits are not generally required and full payment in full can be made shortly before the actual travel date, travel reservations should be made well in advance to assure confirmation of requested bookings.

Although the school makes your initial travel arrangements to Doha, teachers make their own travel arrangements thereafter. Veterans are happy to share their experiences concerning popular destinations as well as with a variety of travel agents.

What to See in Doha

The Corniche

One of the finest features of Doha is its 8km-long paved corniche, or seaside esplanade. This curves round Doha bay from the Emiri Diwan to the Doha Sheraton and is a very popular location for strollers, serious walkers and joggers and even picnickers in the cooler months.

Attractively planted with many shrubs, palm trees and bright flowers, the Corniche is kept clean and well maintained, and as a result is a very pleasant place to visit.

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Dog lovers should note that, in the interests of hygiene, no dogs are allowed on the Corniche. There is plenty of parking available along the roadside that borders the walkway, and there are even a few fast food outlets dotted here and there.

Dhow rides or tours around the bay can be chartered. These are very reasonably priced, and you can even charter your own private boat on request.

Transportation

Qatar is well served by the newly renovated and modernised Doha International Airport. Although the growth of Qatar and the increase in visitors to the country has made it necessary to begin construction on a new and larger airport.

Doha does have a city bus system that is used primarily by local workers. Your best options are taxis and rented cars for getting around Doha and the outlying reaches of the country until you purchase your own car.

LEAVING GES

- **Resignations:** Should you decide to leave your employment with GES, we ask that you provide your Head and Business Manager with at least six months notice period. Your thoughtfulness is appreciated and will be noted favourably should you ever wish to reapply for employment with the School.
- **Reference Letters:** GES does not provide a “letter of reference” to former employees. Generally, we will confirm upon request our employees’ dates of employment, salary history and job title. Your head or line manager will provide you with a reference letter upon request or you could use their names and contact details as referees on your applications.
- **School Properties:** All school properties must be returned to school upon termination. Otherwise, the School may take action to recoup any replacement costs and/or seek the return of School property through appropriate legal recourse.
- **Clearance Form:** The clearance form is available at the Reception of the main offices building. You are requested to submit a clearance form signed by all school departments in order to state that you have returned any school properties and confirm that the appropriate handover to appropriate personal took place.

Checking In and Checking Out

On arrival, staff will be given an inventory list for their accommodation agreement by both parties. Upon your departure, the inventory will be re-checked, and deductions will be made for any losses or damages to the school’s property. All flats should be handed in clean, fridges emptied and all unwanted items should be cleared away.

As The Gulf English School is responsible for all sponsored employees actions and liabilities, the school reserves the right to hold a deposit of QAR 1,500 to indemnify the school against any damages to the accommodation or any outstanding debts.

Please find below a full inventory list of the items provided in your accommodation.

BEDROOM	KITCHEN
1 Queen bed & mattress	6 Set of pons & pans
2 bedsides tables	4 Dinner crockery
1 & 1 Dressing table & stool	4 Cups & saucers
2 sheets	6 Glasses-water
1 duvet	4 Mugs
1 duvet cover	1 Kettle-electric
2 pillows	1 Toaster
2 pillow cases	1 Stove/Oven
1 towel	1 Salt & pepper
1 hand towel	1 set Cutlery
1 wardrobe	1 Chopping board
12 coat-hangers	3 Plastic containers
2 bedside lamps	1 set Kitchen utensils
	1 Can opener
	1 Veg peeler
BATHROOM	
1 Toilet brush & pot	2 Kitchen knives
Shower curtain & rail	1 Refuse bin-swing
Bath mat	2 Tea towels
Drying rack	
Rubbish bin	
Mop & bucket	LOUNGE ROOM
Broom	4 seats or Sofa + 2 arm-chairs
Dustpan & brush	3 coffee tables
Washing machine	1 T.V. + remote
Vacuum cleaner	1 T.V. console
Iron	1 satellite receiver + remote
Ironing board	Dining table & 4 chairs

ACKNOWLEDGEMENT OF RECEIPT OF

Staff Handbook

The Staff Handbook contains important information about The Gulf English School, and I understand that I should consult the Administrator and Human Resources Manager regarding any questions not answered in this Handbook.

Since the information, policies and benefits described herein are subject to change at any time, I acknowledge that revisions to the handbook may occur, except to The Gulf English School's Policy of Employment-at-Will. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies in this Handbook.

Furthermore, I understand that this Handbook is neither a contract of employment nor a legally-binding agreement. I have had an opportunity to read the Handbook, and I understand that I may ask my supervisor or any employee of the Human Resources Department any questions I might have concerning the Handbook.

I accept the terms of the Staff Handbook, and I also understand that it is my responsibility to comply with the policies contained in this Handbook, and any revisions made to it. I further agree that if I remain with The Gulf English School following any modifications to the Handbook, I thereby accept and agree to such changes.

I have received a copy of the Staff Handbook on the date listed below and I understand that I am expected to read the entire Handbook. Additionally, I will sign two copies of this Acknowledgement of Receipt, retain a copy for myself and return one copy to the Admin and HR Manager on the date specified below.

I understand that this Acknowledgement will be retained in my personnel file.

The provisions of this Staff handbook are guidelines for the staff members to familiarise themselves with the school's policies and procedures which are not directly related to the contractual agreement.

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The provisions of this Staff handbook are guidelines for the staff members to familiarise themselves with the school's policies and procedures **which are not directly related to the contractual agreement**

Signature of Employee

Date

Employee's Name (in print)

Business Manager

Date