

September 2022

Dukhan English School  
Head of School - Secondary  
Job Description & Person Specification

**Our vision** is for our students to be high achieving, healthy and happy individuals, well prepared to take their place as global citizens and leaders of the future.

Post: Head of School - Secondary (Grade 16)

Core Purpose:

As Head of School, you will be an inspirational leader with the drive and vision to work in close collaboration with the school Principal, in leading Dukhan English School on its journey to become a centre of academic excellence and a place where our students can thrive and become happy and successful leaders of the future.

You will take a lead role within the organisation, ensuring that the core values of QatarEnergy are embedded within the culture of the school and that these values of integrity, safety, excellence, collaboration, responsibility and respect, support the delivery of outstanding provision for our students.

Context:

Dukhan English School accommodates 1200 students aged 3-18 across a recently opened, state-of-the-art single campus. All of the students are from families who are employed by QatarEnergy, meaning that the sense of community is a key factor as to the success of the school.

The school itself is made up of a primary school, opened in October 2018 and the secondary school, that opened for students in April 2022. As such the school has first rate facilities that support the delivery of a world class international education.

The successful applicant will be committed to ensuring Dukhan English School continues to go from strength to strength, supporting collaborative working practices across the QatarEnergy Schools and providing an international education that QatarEnergy and the Dukhan community as a whole, can be proud of.

Job Title: Head of School (Secondary) – Dukhan English School  
Reports to: School Principal  
Directorate / Dept.: Human Capital Directorate

## Primary Purpose of the Job

Have day to day management and organisational responsibility for the school under the overall direction of the Principal, in formulating, implementing and reviewing the school improvement plan by:

- Establishing policies, processes and actions for school improvement;
- Leading and managing staff in all delegated aspects of implementation, particularly in relation to academic excellence and any required interventions;
- Monitoring practice to ensure that devolved responsibilities are being carried out effectively in order to improve the quality of teaching and learning and so enabling the highest possible outcomes for students

## Principal Accountabilities

- Ensuring that positive, creative and innovative improvement planning is ongoing, taking a whole school lead and thereby creating and sustaining a dynamic culture of continuing school improvement and high achievement;
- To be responsible for the day-to-day management of the secondary school, ensuring that all students within the school have access to a co-ordinated, continuous, challenging and coherent education and to excellent personal and academic outcomes, regardless of their individual starting points;
- To ensure close collaborative working across the school including effective liaison with primary school colleagues, with the other School and with other international schools in Qatar.
- To ensure that performance is informed and supported by accurate and regular data gathering and that its ultimate end is the improvement of teaching and learning, the motivation of students, and a flow of high-quality information to parents;
- To support and line-manage Senior Leaders, ensuring that their performance management objectives and those of their respective team members are in full alignment with the school's improvement plan;
- To take lead responsibility for the development, organisation and implementation of the school's policies for the personal and social development of students;
- To work closely with the Principal, to ensure that there is strong co-operation, co-ordination and communication across all the staff teams and that this energy is focussed clearly upon the school improvement plan;
- To liaise with other educational establishments, local employers and other entities, in order to create and promote additional enrichment of learning opportunity for students and staff.
- Act as an ambassador for the school and for QatarEnergy and positively engage with the wider school community.

- Be an excellent practitioner who is an example to staff, students and parents in terms of:
  1. High personal standards of classroom practice and leadership
  2. Providing stimulating and challenging learning environments
  3. Excellent and up to date curriculum knowledge
  4. The ability to plan, assess and evaluate to a high standard
  5. High expectations of student achievement
  6. Commitment and professionalism
  7. Organisational and school operation skills
- To ensure all health and safety rules and guidance are adhered to and take the lead role in ensuring the health and safety of other staff and pupils is prioritized.
- To ensure effective Safeguarding and Child Protection procedures are in place and that appropriate action is taken if required.
- Lead and support colleagues in achieving the school priorities and targets and monitor the progress towards meeting them.
- Ensure that there is consistency of exemplary performance across all teams, by leading and fully supporting all members.
- Lead CPD meetings and INSET through the provision of high quality professional development, such as coaching or accessing other sources of expertise, local and national

## **Decision Making Authority**

The Head of School, under the strategic direction of the Principal decides on educational priorities for the school. S/he also has the lead input into whole school decisions. S/he carries out the performance management evaluations of Senior Leaders and/or any other staff as required.

## **Context / Special Features / Challenges**

The Head of School is highly visible both within the school and in the community outside the school, as a key driver of school improvement and innovation, translating high level strategic objectives into day-to-day realities within the school.

## **Qualifications / Knowledge / Skills / Experience**

- Qualified Teacher Status
- At least three years' experience as an outstanding school leader
- Leadership experience in both a high performing UK and international school
- Deep understanding of the learning needs of students with EAL
- Successful leadership track-record, preferably in a whole school context
- Continuing professional development in preparation for senior management
- Strong analytical abilities and a track record of innovation
- Excellent interpersonal skills, especially in team-building, coaching and mentoring

Dukhan English School  
Head of School - Secondary  
Person Specification

	Essential	Desirable
Qualifications	<p>Qualified teacher status (QTS) or equivalent.</p> <p>Good Honours Degree</p> <p>National Professional Qualification for Headship (NPQH) or equivalent</p>	<p>Any other qualifications relevant to a senior leadership role in education</p>
Experience & Understanding	<p>Can evidence at least three years, recent senior leadership experience as a successful leader</p> <p>Leadership gained within English National Curriculum context as well as experience of teaching/leading in an international setting</p> <p>Proven track record of raising standards of achievement</p> <p>Has substantial experience of monitoring and evaluation, target setting, school improvement planning and curriculum leadership</p> <p>Experience of establishing clear policies and practice throughout a school and implementing procedures to monitor and evaluate their impact.</p> <p>Experience of working collaboratively with other schools aimed at enriching the learning experience of students.</p> <p>Has in-depth knowledge of excellence in teaching and learning from Key Stage 3 to the end of Key Stage 5.</p>	<p>Experience of headship role in large school.</p> <p>Experience of leadership within a multi-cultural setting</p> <p>Experience of working with EAL students</p> <p>Experience of developing teaching and learning from across secondary age ranges</p>

<p>Abilities</p>	<p>Able to build a coherent vision of excellence for the school and has the ability to work steadily towards this goal.</p> <p>Able to make difficult decisions and follow them through.</p> <p>Able to lead, manage and develop a culture of high expectations and appropriate challenge led by personal example.</p> <p>Able to deliver a broad and balanced curriculum, which has relevance to international school students and includes innovative approaches to enrich the academic, cultural and sporting experiences of all students.</p> <p>Ability to use a range of evidence including performance data and external evaluations to impact on school improvement and challenge underperformance</p> <p>Ability to engage in a partnership with parents to enhance student's enjoyment, well-being, achievement and personal development.</p> <p>Able to establish trust and excellent working relationships with others, can deal sensitively with people and resolve conflicts and can demonstrate balanced and fair judgement</p>	
<p>Skills and attributes</p>	<p>Has excellent oral and written communication skills and excellent listening skills.</p> <p>An inspirational leader, able to motivate and empower all staff and students</p> <p>Is committed to personalised learning approaches, in order to</p>	<p>Can effectively use ICT to support communication with all stakeholders and to support learning</p>

	<p>ensure success for every student</p> <p>Can plan strategically and operationally to effectively support the Principal in allocating financial and human resources</p>	
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