**Head of Secondary**

Qatar International School

**Job Title**: Head of Secondary

**Start date**: August 2025

**Hours:** Full time

**Contract:** Permanent (subject to 6-month probation as per Qatar Labour Law)

**Salary:** Competitive

This is an exciting opportunity for an outstanding leader to join our highly successful team and bring new energy and ideas to our learning journey. You will work closely with the Executive & Academic Principals to lead the Secondary School through the next phase of its strategic development.

As well as heading up the Secondary Leadership Team and having full responsibility for your school you will also join the Head of Primary and other senior colleagues in shaping the future strategic direction of the whole of QIS, its expansion and developments.

Our new Head of Secondary will be learning focussed and ready to collaborate, grow and flourish in our successful and friendly team. The right person might be an experienced Headteacher or an aspirational Deputy seeking their first headship. Either way, you will need to:

* Lead by example and inspire the confidence of all stakeholders through enthusiasm and commitment to the role.
* Offer a clear vision for the school and role model outstanding leadership to secure continued improvement and further success for all.
* Ensure high quality learning comes first in a caring and supportive environment
* Enjoy what you do and help others to do the same

If you feel you share our values, have the vision and drive for excellence and want to be part of an enthusiastic and committed team then we would like to hear from you.

To learn more about this opportunity and Qatar International School please visit:

<https://www.qisweb.qis.org/>

**Application**

For an informal and confidential conversation regarding this post please contact Mr. Deane Baker or Mr. Andy Dunlop via recruitment@qis.org

Visits to the school, for those potential applicants who are already in Qatar, are welcomed. Please contact HR Department( hr@qis.org ), if you would like to arrange a tour of the school.

Applicants should send a letter of no more than two sides of A4, clearly stating how they would fit into our team and ensure outstanding education in our secondary school. You should also forward your most recent CV. Please ensure that within your application you provide the names, addresses, and contact details for two referees, one of whom should be your current or most recent Headteacher / Chair of Governors.

The closing date for applications is **30th January 2025**. Only shortlisted candidates will be contacted, and we reserve the right to appoint a suitable candidate before the closing date.

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| **Person Specification – Head of Secondary** |
| **Qualifications and CPD** | **Essential** | **Desirable** |
| Qualified Teacher Status; degree level or higher. | **X** |  |
| Honours Degree. | **X** |  |
| Evidence of relevant and substantial CPD including Middle Leader Training. | **X** |  |
| National Professional Qualification for Headship NPQH or higher degree. |  | **X** |
| **Experience, Knowledge and Skills** | **Essential** | **Desirable** |
| Successful senior leadership and management experience in a school. | **X** |  |
| Successful teaching experience.  | **X** |  |
| Involvement in school self-evaluation and development planning. | **X** |  |
| Written a school SEF |  | **X** |
| Demonstrable experience of successful line management and staff development. | **X** |  |
| Evidence of change and/or project management. | **X** |  |
| Strong relationship skills, with clear understanding of how to work with all school partners – parents; staff; external agencies and other schools. | **X** |  |
| Data analysis skills, and the ability to use data to set targets and identify areas for improvement. | **X** |  |
| Strategic use of data. |  | **X** |
| Understanding of high-quality teaching, and the ability to model this for others and support others to improve. | **X** |  |
| Evidence of leading high-quality teaching and learning. | **X** |  |
| Understanding of budgets and school finances.  |  | **X** |
| Effective communication and interpersonal skills. | **X** |  |
| Ability to communicate a vision and inspire others. | **X** |  |
| Ability to build highly effective working relationships. | **X** |  |
| **Personal Attributes** | **Essential** | **Desirable** |
| Able to work as part of a team. | **X** |  |
| Instigates and embraces change well. | **X** |  |
| Comfortable dealing with difficult situations in a calm, confident and constructive manner. | **X** |  |
| Evidence of being able to build and sustain effective working relationships with students, staff, governors, parents and the wider community | **X** |  |
| A commitment to getting the best outcomes for **all** pupils and promoting the ethos and values of the school. | **X** |  |
| Ability to work under pressure and prioritise effectively. | **X** |  |
| Commitment to wellbeing, safeguarding and equality. | **X** |  |
| Ability to empower others, providing positive influence and motivate and enthuse all members of the school community. | **X** |  |
| Ability to demonstrate inspirational leadership. | **X** |  |
| Ability not to take oneself too seriously, self-effacing, with a positive sense of humour | **X** |  |
| **Leadership and Management** | **Essential** | **Desirable** |
| An effective leadership style that inspires confidence and collegiality in those they lead, which motivates and encourages others to participate and go the extra mile. | **X** |  |
| Versatility and flexibility in terms of one’s own leadership style. To be aware of different management styles and in which circumstances it is appropriate to adopt an alternative approach. | **X** |  |
| Resilience and motivation to lead the school through day-to-day challenges whilst maintaining a clear strategic vision, staying positive, and focusing on key priorities. | **X** |  |
| Genuine passion and belief in the potential of **every** student. | **X** |  |
| An educational vision aligned with the school’s high aspirations and high expectations of themselves and others. | **X** |  |
| A clear understanding of the strategies required to establish consistently high standards of results and develop the “whole child” with a commitment to relentlessly instilling these strategies. | **X** |  |
| Ability to lead, coach and motivate staff within a performance management framework, including professional development and effective management of underperformance. | **X** |  |
| A proactive and welcoming approach in all dealings with the community and subsequently to be positive and successfully market the school in the community. | **X** |  |

**About Qatar International School**

QIS was founded by Sheikh Ali bin Ahmed bin Thani Al Thani in 1977, making us one of the first British International Schools in Qatar.

Since then, we have changed and grown significantly – including a move to our current location of Al Dafna in 2001. Indeed, from very small beginnings almost 50 years ago, QIS has now grown into one of the **largest and most prestigious schools** in the country, with more than 2,100 students on role.

In 2015, the school received the highest possible grading from the Qatar National Schools Accreditation programme, when inspected by the country’s Ministry of Education and Higher Education.

Then, in 2020, QIS achieved two highly prestigious international accreditations:

Firstly, QIS was judged to be **‘outstanding’ in every category** of the UK government’s British School Overseas (BSO) inspection framework – only the third school, at the time, in the world ever to have achieved this.

Secondly, in the same year, QIS became the first school in the world to be awarded Council for International Schools (CIS) accreditation by a new fast-track process for outstanding schools. The final CIS report included over 100 individual commendations and helps to make us one of the **most highly regarded** educational establishments in the region.

Our latest British School Overseas inspection in 2023 was again judged to be “**outstanding” in every category.**

QIS is also the only school in the Middle East accredited to deliver OLEVI training courses straight from the UK, such as The Outstanding Teacher’s Programme. The school also partners with many other world-renowned training providers to ensure cutting-edge best practice. We are proud to say that quality training for staff is part of the QIS culture.

**Secondary School**

The secondary school has approximately 972 students from year 7 – 13. The 6th Form has 190 students.

All English Curriculum staff in secondary are UK trained.

The curriculum that is offered is based on the English National Curriculum.  The students study a broad and balanced curriculum in Key Stage 3 (Year 7 – 9) before they begin to specialise in Key Stage 4 (Year 10 & 11) and Key Stage 5 (Year 12 & 13) to match their personal interests and future career aspirations. The students will take International GCSEs in Key Stage 4 and A level and International A Levels in Key Stage 5.  We also offer BTEC qualifications in Key Stage 4 and Key Stage 5.