



# *Applicant Information Handbook*

**2018**

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# A Message from our Executive Principal



For those new to international education, the decision to move overseas can be a little intimidating. The benefits, however, for those who bravely make the move, far outweigh any perceived disadvantages.

Whether you have never before worked or lived abroad or are a seasoned international professional, living in Qatar is an adventure and an experience of a lifetime. It should be approached with an open mind. You will have the opportunity to immerse yourself in Arabic culture and live in a truly international community. You can enjoy the delights of local cuisine at the Souk or in the downtown area. You can visit the Museum of Islamic Art, take a stroll along the Corniche or wander round the Marina at The Pearl and enjoy some people-watching at one of the cafes. For the more adventurous, there is the opportunity to ride on a camel or take part in the many water sports on offer at the seaside city of Doha.

Our school is pleased to have a team of dedicated, enthusiastic teachers led by an effective Leadership Team. We have students who are usually an absolute pleasure to teach. We have an amazing body of supportive parents. Many of our parents are ex-pats working away from their home country but we also educate a number of local students.

We work hard to do our best for our students. We work hard to improve our school and ourselves; to live up to one of our core values of creating a culture of ambitious, high performance, life-long learning. We believe in continual professional development. We expect the very best from our teachers, and then we expect some more.

The transformation that Doha has gone through over the last 40 years is impressive, developing from a small fishing port to a vibrant hub of finance, trade and engineering. Education is one of the top priorities for the country and our schools are well supported within the city and within the State of Qatar.

If you are a good teacher and enjoy stretching and challenging the minds of young learners, then this might be the job for you. If you are committed to your own learning and see teaching as a job in which you can learn something new every day, then you might wish to join our team. If you really are a committed professional, a real team player, and are contemplating a move to expand your horizons, then we look forward to hearing from you. We hope that the information in this booklet will help guide your decision to join us in Qatar.

A handwritten signature in black ink, which appears to read 'Terry Creissen'.

Dr Terry Creissen **OBE MBA MA FRSA**  
Executive Principal  
Compass International School, Doha

# Who Are We?

We are a small part of a very large family: Nord Anglia Education is a leader in international provision of high quality, innovative education, training and guidance for children and young adults. Founded in 1972, Nord Anglia Education established its first international school in Warsaw in 1992 and now comprises over 55 International Schools. We have over 50,000 students representing more than 80 nationalities across our family of schools in 25 different countries.

Currently, our sister schools are located in the following areas:

## China:

- 🏰 China, Shanghai Pudong
- 🏰 China, Shanghai Puxi
- 🏰 China, Shanghai
- 🏰 China, Beijing Sanlitun
- 🏰 China, Beijing Shunyi
- 🏰 China, Chengdu
- 🏰 China, Guangzhou
- 🏰 China, Hong Kong
- 🏰 China, Nanjing
- 🏰 China, Ningbo

## Europe and Middle East:

- 🏰 Czech Republic, Prague
- 🏰 Hungary, Budapest
- 🏰 Ireland, Dublin
- 🏰 Kuwait, Kuwait
- 🏰 Poland, Warsaw
- 🏰 Qatar, Doha with three campuses in Rayyan, Gharaffa and Madinat Khalifa
- 🏰 Qatar, Al Khor

- 🏰 Russia, Moscow
- 🏰 Slovakia, Bratislava
- 🏰 Spain, Madrid
- 🏰 Switzerland, Villar-sur-Ollon
- 🏰 Switzerland, Pully
- 🏰 Switzerland, Nyon
- 🏰 Switzerland, Aubonne
- 🏰 Switzerland, Geneva
- 🏰 UAE, Abu Dhabi
- 🏰 UAE, Dubai
- 🏰 Uzbekistan, Tashkent

## Southeast Asia:

- 🏰 Cambodia, Phnom Penh
- 🏰 Indonesia, Jakarta
- 🏰 Malaysia, Kuala Lumpur
- 🏰 Myanmar, Yangon
- 🏰 Philippines, Manila
- 🏰 Singapore, Singapore
- 🏰 Thailand, Pattaya
- 🏰 Thailand, Bangkok
- 🏰 Vietnam, Ho Chi Minh City
- 🏰 Vietnam, Hanoi

## The Americas:

- 🏰 Costa Rica, San Rafael de Alajuela
- 🏰 Brazil, Sao Paulo
- 🏰 Mexico, Monterrey
- 🏰 Panama, Panama City
- 🏰 USA, Boston
- 🏰 USA, Charlotte
- 🏰 USA, Chicago with schools in Lincoln Park and South Loop
- 🏰 USA, Coconut Creek Florida
- 🏰 USA, Houston
- 🏰 USA, Washington
- 🏰 USA, New York
- 🏰 USA, Windermere Florida

# Our Vision and Values

## A Strategic Perspective

Our strategy for continuous improvement asks us to consider why we do what we do. Only then can we analyse where we are, where we need to go next and how we will achieve our goals.

## Opportunities

To allow everyone to achieve their potential.

## Impact

Making an immediate, positive and lasting difference.

## Leadership

Setting inspiring examples, being supportive and demonstrating real accountability and responsibility.

## Respect

Listening, being inclusive, showing tolerance and putting the little things right.

“Compass International School Doha provides a universal, *internationally-minded* and stimulating education for *forward-thinking*, responsible and inquiring global citizens. Our broad curriculum allows students to embrace challenge and change, and to celebrate *cultural diversity* in order to fulfil their potential as independent, *lifelong learners* in a caring and respectful community.”



# Overview of the School

The current school roll is full to capacity at 1660 students of which 280 are in the Primary School and 420 in the Secondary School at Madinat Khalifa. A further 580 are in the Early Years and Primary School at Gharaffa with 380 in the Early Years and Primary School at Rayyan. The schools are all near to each other in location. Across all three sites, we have over 200 staff. The school operates an extensive coaching and induction programme for all new staff and works with colleagues on a personalised and professional development programme.

We are proud of the developing academic progress of our students and we are equally proud of the extensive range of opportunities beyond the confines of the classroom that encourage our children to explore new opportunities to extend their skills and interests. Whether this be playing on one of the school sports teams, preparing for

Associated Boards of the Royal Schools of Music (ABRSM) music examinations or performing in the Qatar National Day celebrations, we encourage students to take centre stage as part of their development as confident, self-assured students. Our partnership with The Juilliard School in New York support our Arts provision and our collaboration with MIT in the USA is helping us be creative in our work on STEAM subjects (Science, Technology, Engineering, Arts and Mathematics)

We offer a broad range of different Extra Curricular Activities as part of our after school provision. This includes sporting activities; martial arts; music, art and drama groups; debating and Model United Nations; craft activities, chess and much more. All staff are required to contribute to this programme. We also offer a number of externally run clubs and activities including the Sailing Academy.

# The Curriculum and School Day

At our schools, we follow the Early Years Foundation Stage curriculum followed by the International Primary Curriculum, using the English National Curriculum for maths and English from Years 1 to 6. In Key Stage 3, we follow the English National Curriculum followed by (I)GCSEs in Years 10 and 11. This leads to the prestigious IB Diploma Programme in Years 12 and 13. We are proud of our accreditation as an International Baccalaureate Organisation (IBO) World School having achieved this for our first cohort in 2014.

Each day consists of 5 (or, for some IB students, 6) main teaching sessions with 15 minutes for morning registration. There are two 30 minute breaks in the school day.

Typical pattern for Primary		
07.15	07.30	Registration
07.30	08.30	Session 1
08.30	09.00	Session 2
09.00	09.30	First Break
09.30	10.30	Session 3
10.30	11.30	Session 4
11.30	12.00	Second Break
12.00	13.30	Session 5
13.30	14.30	Clubs/ECAs

Typical pattern for Secondary		
07.15	07.30	Registration
07.30	08.30	Lesson 1
08.30	09.30	Lesson 2
09.30	10.00	First Break
10.00	11.00	Lesson 3
11.00	12.00	Lesson 4
12.00	12.30	Second Break
12.30	13.30	Lesson 5
13.30	14.30	Lesson 6 (IB) or clubs/ECAs

# School Development Plan

The School Development Plan embraces all aspects of the school. The Heads of School and other members of the Leadership Team monitor this plan. This establishes the strategic priorities for the school after consultation with staff.

## School Leadership Team

The Whole School Leadership Team (WSLT) comprises:

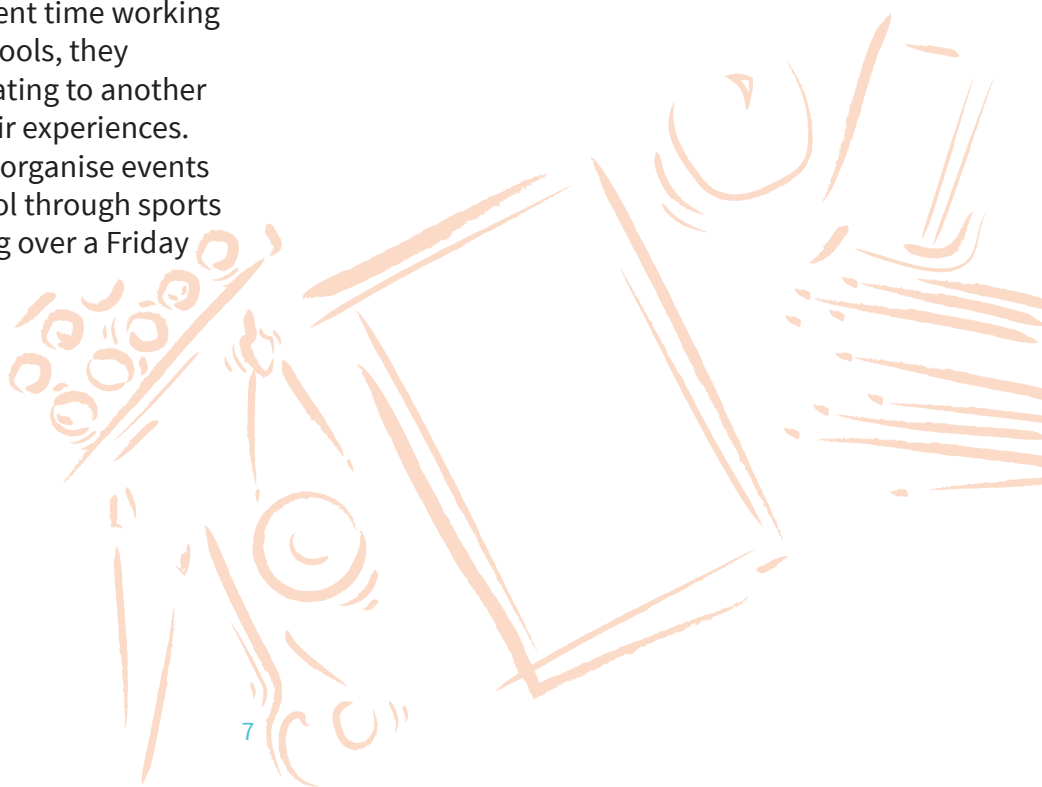
- 👑 Executive Principal, Doha
- 👑 Head of Rayyan Early Years Centre and Primary
- 👑 Head of Gharaffa Early Years Centre and Primary
- 👑 Head of Madinat Khalifa Primary School
- 👑 Head of Madinat Khalifa Secondary School
- 👑 IB Coordinator at Madinat Khalifa Secondary School
- 👑 Director of Learning, Doha
- 👑 Executive Assistant to Executive Principal

There are separate Primary Leadership Teams at each campus with a Secondary Leadership Team at Madinat Khalifa.

Continuing Professional Development is an important part of our school's culture. We are committed to ongoing Professional Development Reviews and individualised staff learning programmes to help us provide the best for our students. Coaching, mentoring and a range of training opportunities (on-line, taught courses, external courses etc) are overseen with the support of our Director of Learning.

## Our Teaching Team

Our teaching team is both friendly and welcoming. As the majority of teachers have spent time working in the UK or other international schools, they understand the challenges of relocating to another country and are happy to share their experiences. They are a very sociable group and organise events to bring people together after school through sports activities, cultural events or relaxing over a Friday Brunch.



## Nationality of Teaching Staff

Our teachers come from all over the world. There are over 12 different nationalities including UK, Ireland, South Africa, Turkey, Qatar, Jordan, USA, Poland, Australia, Holland, Spain, Italy, Columbia and France.

## Learning Assistants and Support Staff

We have a team of Learning Support Assistants and other support staff. Classes in Key Stage 1 are allocated their own individual Learning Assistant and two classes in each Year Group in Key Stage 2 share one Learning Assistant between them.

## Our Students

There are over 60 different nationalities of students in our school. The top nationalities are: British, American, Qatari, Dutch, Danish, Portuguese, Italian, German, French, and Japanese.

We encourage peer support and teachers share their ideas across the school.

## Our School Community

In school, we have elected School Councils in both Primary and Secondary Schools. Students are involved in the appointment of senior staff to the school, are employed in various roles during the week and are expected to participate fully in school life. We run exciting school productions and have an expanding music and drama programme. We participate in a range of competitive sports with a high commitment by staff and students.

Our students engage in debate across our Nord Anglia Education Schools through the Nord Anglia Global Campus and the Global Classroom for students from Year 3 upwards. Our staff use a similar on-line platform to discuss teaching and leadership issues through Nord Anglia University.

We believe that it is important that our students develop an understanding of their host country and have the opportunity to put something back into the society in which they live. Children in the

Primary School at Madinat Khalifa are supported by students in the IB programme through mentoring and paired reading programmes. Students from Year 5 and above are able to take part in an annual Activities/Residential programme and explore different regions in the Middle East and further abroad, including an annual expedition to Tanzania of students in Year 12. Several day trips are organised for younger students.

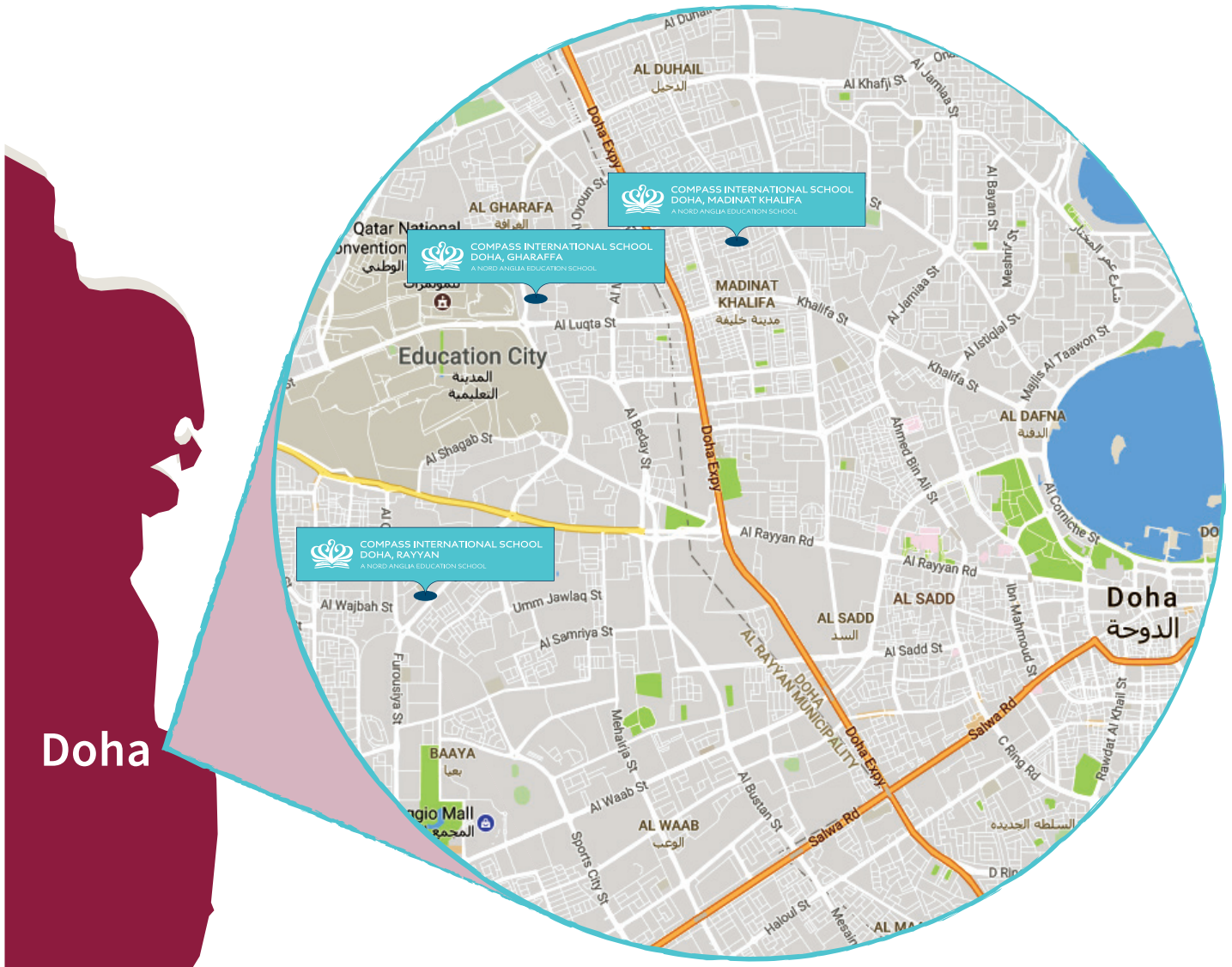
In addition to this, the expat community spirit in Doha is very strong. We have established the Friends of Compass School (our version of the Parent Teacher Association) at each campus and we are working with parents to raise the profile of the social aspects of school life.

The combination of parental input and staff commitment in the form of our Extra Curricular Activities Programme ensures that all age ranges have a full and varied calendar of activities.



# Our Location

Compass International School is located on three sites in residential areas of the city:



# Our Facilities

Our most important resource at our schools is our team of dedicated teachers. In addition to this, we need to have the right facilities and resources to support our teachers.

Our schools are busy places with very little unused space in our compact buildings. These are well-equipped with a high standard of fittings and furnishings and offer good facilities for academic work, indoor and outdoor play. Our sports facilities are limited but we do the best with what we have. In our secondary school we have 4 secondary science laboratories, a specialist ICT suite and a music technology room. On each site, we have a number of portable technology devices (laptops and iPads) supported by fully functional wireless (wi-fi) systems, specialist music facilities, school libraries and, in Madinat Khalifa, a dedicated IB Learning Centre.

# Living in Doha

Doha is a modern city with a population of 2.5m. The city is working hard to prepare for the Football (soccer) World Cup in 2022 so there is a lot of building going on with new stadiums and a lot of work on infrastructure projects including roads and a new metro system.

There are several cultural centres including a magnificent Opera House set in the Cultural Heritage Village of Katara, the Qatar National Convention Centre, and a significant number of sports arenas and stadiums for Football, Handball, Tennis, Golf, Motorsport and Equestrian Activities. There is also a large area outside the city devoted to the training and running of camel races and the Lusail Motordrome for motorcycling, sports car events, drag racing and drifting.

Mobile phones from the UK work over here but your provider will probably charge roaming fees. If you have your mobile 'unlocked,' you can buy a sim card with a local number. We provide all new staff with a sim card on arrival.

Our HR department will allocate accommodation for overseas hired staff before they arrive in Doha. Single teachers stay in school provided apartments. Families are placed in compounds within easy reach of the school. In your second year, you may opt to take the housing allowance and find your own accommodation. We do not offer this for new arrivals in Doha. Accommodation is not provided for local hired staff.

We provide local and international medical insurance (currently BUPA) to our full time, school-sponsored teachers in Doha. This provides GP services, specialist consultations, maternity, lab tests and x-rays etc.

Our HR staff will help you set up a bank account (currently Commercial Bank of Qatar - CBQ). It is a simple process but requires you to have completed

the requirements for obtaining your Resident's Permit to be able to hold a credit card or set up a loan for car purchase. CBQ has an on-line banking service and it is quite simple to transfer money back to the UK or elsewhere.

Traveling around is usually by taxi because the public transport system is very limited in the city. Private hire taxis are most common and work off the meter. However, they are very reasonably priced and very fair to their customers. Uber has also come to Doha with many choosing this app service for convenience and set pricing. Some staff prefer to buy or rent a car. Obtaining a driving Licence is straightforward once you have received your residence permit. You may drive in Qatar for a defined period of time on your UK licence but it is best to obtain a Qatar Driving Licence as soon as you can. If you wish to drive in Qatar, you will need to have your photo ID Licence. People holding driving permits from other countries will need to check the regulations applicable to them.

There are many shopping malls that all contain supermarkets, the most common being Carrefour, LuLu and Al Meera. There are other good supermarkets (Family Centre, MegaMart) and corner shops in most localities. These supermarket chains offer good food at good prices and provide many UK branded goods (including Cadbury's chocolate and Heinz Baked Beans).

Clothing is generally of good quality but can be expensive. Marks and Spencer have outlets here but are more expensive than the UK. When selecting clothes to wear, please be mindful of the cultural expectations of living in Qatar. For females, knees and shoulders should be covered at all times when in public. Men can wear shorts in most areas except public buildings but try to make sure that your knees are covered too. School staff are expected to be dressed in smart business attire. It is hot in the summer so jackets are not worn all year

round but male teaching staff are expected to wear a tie, a tailored shirt and smart trousers. Female staff must keep knees and shoulders covered and wear smart outfits to school.

Prior to arrival, all new staff are offered a buddy teacher who will be your ears and eyes on the ground in Doha. They will guide you through the processes that they enjoyed or endured on their arrival to Qatar and will be your first point of contact for any questions you may have.

There is a staff orientation programme for new teachers on arrival in Doha to help you settle in and find your bearings. This will include obligatory Health and Safety training and First Aid training. You will be required to have a medical on arrival where you will be tested for TB and Hepatitis C. This is required by the government to start resident process.

Documents which will be required to obtain a Qatar Identification (QID) include, but are not limited to: Original University Transcripts, Letter from University, marriage certificate and children's birth certificates. All of these documents will require attestation by home country and Qatar Embassy. In addition, NAE requires 10 Years Police Clearance for employment within the Nord Anglia Education system. We will help you to sort your bank account. There will be some sightseeing and, of course, a trip to IKEA.

We hope that this answers some of the questions that you may have. We will respond to individual questions, however trivial they may appear to be.

## Appointment Process

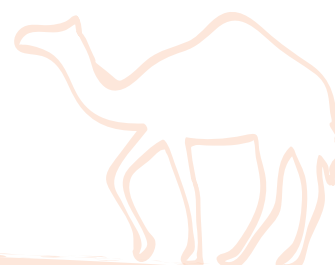
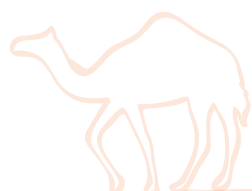
Applications should be made through our online recruitment site (Jobtrain).

All applications should include a CV, letter of application and contact details of three professional referees. One reference must be from the most senior leader in your current post (usually the Principal, or Head of School).

All applicants should have a detailed knowledge of their specialist area (EYFS, English National Curriculum Key Stages 1-3, IGCSE/GCSE in Key Stage 4 or the IB Diploma Programme for post 16) and associated assessment strategies.

Long-listed applicants will be offered an initial Skype interview and short-listed applicants will be offered a second Skype interview.

We wish you every success in your application.





## *A Global Education*

Education and learning has always been our focus and area of expertise. Our people and the people we work with all have a good understanding of what this means to us. We aim to provide students with the opportunity to be the best they can be.



COMPASS INTERNATIONAL SCHOOL  
DOHA

A NORD ANGLIA EDUCATION SCHOOL

*Be Ambitious*