

QATAR FOUNDATION FOR EDUCATION, SCIENCE AND COMMUNITY DEVELOPMENT

Qatar Foundation represents the innovation and creativity of His Highness Sheikh Hamad Bin Khalifa Al Thani, Emir of the State of Qatar. A private, non-profit organization founded in 1995, Qatar Foundation exemplifies the value and importance His Highness places on education, science and community development. Her Highness, Sheikha Mozah bint Nasser, serves as the Chairperson, personally guiding the organizations with passion, vision and enthusiasm.

Qatar Foundation's unique flagship project, Education City, is a center for educational excellence. Education City is home to branch campuses of five world-renowned universities and numerous other educational and research institutions. Education City is a community of institutions designed to serve the educational needs of the whole citizen: from early childhood education to post graduate degrees.

Qatar Academy was the first learning center to be opened under Qatar Foundation and is now considered one of the premier educational institutions in the Middle East.



JOB DESCRIPTION

1. JOB DETAILS

Position Title	School Teacher	Division:	Qatar Academy
Reports to	Academic Coordinator	Department:	Primary & Senior School

2. JOB PURPOSE

The School Teacher is responsible for teaching and delivering the set curriculum to students at Qatar Academy (QA) using the appropriate tools and methods to foster student learning.

3. JOB DIMENSIONS: KEY FACTS AND FIGURES WHICH GIVE AN INDICATION OF THE SCOPE AND SCALE OF THE JOB.

Annual Operating Budget/Project Budget/Sales Revenue	0			
Number of Staff Supervised	0	Direct Reports	0	Contractor/Others

4. KEY RESULT AREAS

- Establish and maintain an organized and supportive classroom environment in which students are actively participating and show respect for one another and for the teacher
- · Monitor and maintain records for attendance and tardiness
- Assist in the planning and delivery of a program of study designed to teach the Qatar Academy curriculum standards, benchmarks and outcomes, while meeting the individual needs, interests and abilities of the student, for the enhancement of student learning
- Ensure that instructional activities/units and materials are clearly related to academic goals and objectives and that Qatar Academy approved materials are used to support instruction
- Conduct interesting, well-planned and paced classes, using a variety of instructional techniques, differentiation, strategies, and media appropriate to the lesson and the needs and capabilities of the students
- Identify, diagnose, and prescribe remedies for individual learning difficulties and oversee their implementation
- Follow Qatar Academy protocol for assessment, including but not limited to assessing, keeping track
 of and providing feedback promptly and regularly to students on their progress and assignmentsmaintaining records of students' progress to include portfolio evidence of student learning, and
 standardizing with other teachers
- Coordinate with other grade level team members for the development of content methodology and assessment of student learning
- · Coordinate with the CST/SST to track and plan for individual instruction for students as needed
- Assist in curriculum development, selection of texts, equipment and other instructional materials to ensure all material are available to teach the curriculum and enhance students' learning
- Prepare report cards for each student as per the Qatar Academy reporting guidelines
- Provide regular communication with colleagues, parents and students
- Utilize 21st Century learning tools for communication and instruction
- · Any other tasks as requested

5. OPERATING ENVIRONMENT, FRAMEWORK & BOUNDARIES

The School Teachers assist in the administration and implementation of policies and rules governing student life and conduct and must abide by the all QA rules and regulations. He/She must abide by professional ethics.

6. COMMUNICATIONS AND WORKING RELATIONSHIPS

- Students teaching and instruction as well as feedback
- Head of school feedback and progress on assigned teaching subjects
- · Faculty and administrative staff sharing knowledge, provision of support and guidance of curriculum

7. PROBLEM SOLVING & COMPLEXITY

The teacher should possess and demonstrate deep knowledge and skill in assigned subject. He/she should keep abreast with modern trends in the subject areas as well as pedagogy of teaching. Continuous research and learning is important. In addition, he/she should be able to relate well to students, offer guidance and be a role model in a professional manner.

8. DESISION MAKING AUTHORITY & RESPONSIBILITY

The teacher makes decisions on his/her approach to teaching - material and resources to use to complete course content/syllabus and achieve lesson objectives. The teacher recommends disciplinary action against students. Any major decisions are referred to Academic Coordinator.

9. KNOWLEDGE, SKILLS & EXPERIENCE

- Bachelors Degree in Eucation
- Two to three years of experience as a Teacher in an International Educational Institution
- · Knowledge of teaching and instruction methods
- · Ability to plan, organize and schedule own work
- · Fluency in English, written and oral
- · Computer literacy: MS Office suite

10. APPROVALS

Statements in this Job Description are intended to reflect, in general, the duties and responsibilities of the position, but are not to be interpreted as totally inclusive.						
Approved	Signature	Date				
Name						



VERY IMPORTANT INFORMATION

RECRUITMENT SHEET

After signing the initial Letter of Engagement with Qatar Academy and upon receipt of a copy of your CV, Certificates and References, you will receive the following:

- a. Personal Information Sheet
- b. Expense Reimbursement Form (for pre-approved purchase of ticket only)
- c. School Admissions Pack (application for each dependent)

Please review and sign your contract and return the requested documentation listed below:

- a. A clear copy of your passport
- b. Copy of the Marriage Certificate (if under Family Status)
- c. Copies of passport and birth certificates of any dependents aged 18 or below
- d. Completed pre-employment health examination form (via courier)
- e. Copy of CV (if not already submitted)
- f. Copy of Certificates and References (if not already submitted)
- g. Police Clearance from the country of which you are a citizen. This POLICE CLEARANCE must clearly state your Name, Place of Birth, Date of Birth, Nationality and that YOU DO NOT HAVE ANY CRIMINAL RECORD WHATSOEVER and you were not in any way wanted by the Police Security Department in your country. This document needs to be attested by the nearest Qatar Embassy. Please submit the police clearance to Tammy MacNeil or Saher Ibrahim upon arrival to Qatar for the academic year.

Please confirm receipt of documents by email to Ms. Tammy MacNeil, Head of PR & HR (tmacneil@qf.org.qa) or Ms. Amal Al Malki, Personnel Officer (amalmalki@qf.org.qa).

When returning documents by courier, keep your receipt for reimbursements on arrival. Please return the documents to the Personnel Office of Qatar Academy (Tammy MacNeil or Amal Al Malki). Kindly use the shipping address mentioned next page.

Before your arrival the following arrangements will take place:

AIR TICKETS

- 1. The school will provide a one-way economy air ticket for you and your dependents (up to 4, below the age of 18) from your home of record to Doha.
- 2. Arrival date in Qatar is set for 20th August 2013.
- 3. If the school has arranged your flight please keep original ticket stubs and boarding passes.

VISAS

- a. All expatriates require a single entry visa to Qatar which is valid for three months from the date of issue.
- b. Entry visas will be obtained by the school from Doha in June and e-mailed to you, with the condition that you provide the school with the Police Clearance certificate.
- c. You must keep a hard copy of the visa to show at passport control at the time of arrival.
- d. Please note that once your visa has been issued by the Qatari Immigration Department, your name will automatically be on the system, therefore if you wish to visit Doha during the period between May August, please let the school know to avoid complications during the residency procedure.

SHIPPING ADDRESS

a. The delivery address for any shipment is:

(Your Name) c/o Qatar Academy Al Luqtah Street PO Box 1129 Doha, State of Qatar Tel: (00974) 4454 2001

b. Please note that it is advised to arrange door to door shipping with your freight company. Your shipping entitlement will be as mentioned in your employment contract.

UPON ARRIVAL

- Arrangements will be made to collect you from the airport where a member of the administration team will greet you. The driver will have the keys to your allocated accommodation. You will receive your August salary soon after your arrival.
- A welcome food package will be in your apartment on arrival (i.e. milk, bread, butter, juice, water). Your
 apartment will be fully equipped with electrical items.

RESIDENCE PERMIT

- On arrival Mr. Saher Ibrahim or Ms. Tammy MacNeil will collect your passport including your spouse's
 and dependents' if under family status to start processing your Residence Permit (RP). This permit is
 mandatory for all long-term residents in Qatar. The requirements are:
- a. A full medical test (chest x-ray, blood test for TB and HIV and blood group report) at the government Medical Commission. These tests are compulsory regardless of submission of pre-employment medical check.
- b. Registration of fingerprints at the Police Department. This process can take up to 10 weeks, once approved you will receive a residence permit stamp in your passport and an ID card thereafter.

Questions about visa, air tickets, housing inquiries and all personnel matters should be sent to humanresources@qf.org.qa Please put HR Requirements in the subject line.



DRESS CODES FOR TEACHERS

MALE TEACHERS

Shirts – long or short sleeved Tie (compulsory) Long dress trousers/pants Shoes (closed toed) – should be smart and professional

FEMALE TEACHERS

BOTTOMS

Long dress trousers/pants (to ankle at least) or Skirt or dress (below the knee at least) Stomachs must be covered No capri pants

TOPS

Collared shirt or if wearing a round neck top or similar, a jacket must be worn over the top Knitted tops (Professional in style)

No T Shirts e.a. cotton tops round or vinesk with or without a pattern

No T Shirts e.g. cotton tops round or v neck with or without a pattern Tops must cover shoulders and upper arms

SHOES

Shoes should be smart and professional, preferably closed toed/close back No sneakers of any kind No sandals/jandals/flip flops of any kind No flat open toed shoes

Clothing must not be see through, low cut or obviously too tight fitting. Clothing made of denim material is not allowed.

No national dress is to be worn e.g. abayas or saris (although Islamic dress and hijabs are permitted).

If you are unsure of the suitability of an article of clothing feel free to ask any of the Administrators for advice.

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BENEFITS FOR SPONSORED STAFF

- 01. Annual return flight from home of record.
- 02. All tuition fees paid for a maximum of 4 dependents that meet the admission standards and attend Qatar Academy. (Snacks and lunches are not included in the tuition fees. The Primary School meals are mandatory and the cost is invoiced separately. Senior School lunches are operated on a voucher system where the vouchers are purchased from the Cafeteria).
- 03. Shipping allowance will be based on unaccompanied airfreight rates for 200KG (single staff) and 400KG (married staff).
- 04. Medical coverage under the Qatar Foundation's Medical Insurance Plan.
- 05. Life insurance x 2 years salary and disability insurance x 1 year's salary.
- 06. Car purchase assistance Sponsored staff is eligible for 20% of the car price up to a maximum of QR 20,000 which is deducted through staff's service over a period of 3 years.
- 07. Fully furnished accommodation.
- 08. All utilities paid for except telephone (local calls are free except to mobile phones).
- 09. All visas, resident permits arranged and paid for.
- 10. Tax free salary.
- 11. One month's gratuity for every full year of service.
- 12. Access to Qatar Foundation Recreation Centre and Education City Clubhouse.
- 13. Monthly transport allowance of QR 1,200 (\$ 329.00).