



Downe  
House  
Muscat



Information Pack for  
the Position of

Deputy Head

APPOINTMENT FOR AUGUST 2021





## Welcome from the Headmistress

I am delighted that you are considering applying for a founding post at Downe House Muscat.

It is a great privilege to educate young girls and to support them to be the very best they can be – now and in the future. To see them grow into young women ready to take their place in the world beyond School is something truly special.

Joining an international school in its founding stages is an exciting and challenging time. We are building a team who will lead the School successfully into its initial phase and develop the foundations for the first cohort of girls and their families as we build our community together.

A Downe House education is unique, at the heart of its ethos is the individual. We understand that each girl has her own distinctive strengths, challenges and interests, and every learning pathway will be bespoke. You will soon discover that the links between the UK school and Downe House Muscat are genuine and strong both in philosophy and practice.

The vision for Downe House Muscat is to provide a truly individualised learning environment, achieved through the best contemporary teaching methods, a diverse and innovative curriculum, an holistic view of pastoral care

and the development of dynamic wellbeing, enrichment and activity programmes - all set within an inspirational physical environment.

Our founding team will play a part in this by committing to understanding each girl as a learner, by taking the time to get to know the girls at every stage of their academic journeys, by working closely with our families to support their daughters to achieve shared goals, and to join in celebrating progress and success at every step of the way.

If you are looking to join and commit to a school at its founding stages where the aspiration is to provide excellence in teaching combined with the very best pastoral care in a culturally rich and dynamic environment, then I encourage you to discover more by submitting your application.

I look forward to meeting you.

Michelle Scott  
Headmistress





# About Downe House Muscat

Opening in 2021, Downe House Muscat is the world’s first authentic international girls’ school run by a premium all-girls’ school from England.

Through our partnership with Downe House in the UK, we are proud to bring the first UK premium girls’ school influenced by one hundred and thirteen years of world class British education, to Oman. Girls aged 6 to 18 have the opportunity to be inspired and challenged as they grow into confident young women preparing to play their part in the world.

Downe House Muscat offers:

- A first class British education in the international context of Oman leading to IGCSE and A Level examinations
- Academic excellence in girls’ education
- Outstanding pastoral care and opportunities for personal development; and
- A broad range of co-curricular activities as part of a fulfilling school day.

Everything at Downe House Muscat is designed to encourage, stimulate and inspire the girls. The School promotes genuine personal enquiry and intellectual appetite to nurture individual talents and interests beyond the academic and to foster a culture of inclusivity

and respect for others. Underpinning this is a comprehensive pastoral system, individualised tutoring and a personal spotlight on every student from the day they begin their educational journey at the School.

The Structure of Downe House Muscat will be:

Primary	Grades 1 - 7	6 - 13 years old
Secondary	Grades 8 - 12	13 - 18 years old

Downe House Muscat will be opening from Grade 1 to Grade 8 (6 – 13 years old) when it first opens in 2021. The School is located in the Al Bandar Masterplan – a 1.1 million square metre development situated in close proximity to Muscat International Airport, City Centre Muscat and many residential communities. Our state of the art campus houses some of the finest school facilities in Oman. These include dedicated libraries, a central atrium, a STEM centre, an Art and Design centre, 400 seated theatre, music and drama classrooms and practice rooms, IT labs, indoor and outdoor sports facilities and a 25m x 6 lane pool.







## Our Founding School – Downe House UK

Downe House consistently ranks within the top 2% of independent schools in the UK and is renowned as the Eton of girls' schools, surpassing other world-known schools such as Wellington, Dulwich and Rugby.

Families from all over the world send their children to Downe House which has created a global network of more than three thousand women of whom many are famous alumni including Lady Gabriella Windsor, Dame Alice Rosemary Murray the first female Vice Chancellor of Cambridge Universities and members of the extended British, Saudi, Malaysian and Belgian royal families alongside daughters of members of the British peerage.

### Results

In 2020, 100% of Downe House students received an A\*-C at GCSE with 90% of them achieving either an A\* or A grade. Likewise, in the same year, 96% of Downe House students received A\*-B at A Level/Pre-U with 83% of them achieving A\* or A grades.

Students leave Downe House to take up places at top universities in the UK and across the world including the USA and Canada. In the last academic year, over 89% of students are now attending Russell Group universities including Oxford and Cambridge.

### Inspection

Based on Downe House UK's most recent full inspection by the Independent School Inspectorate (ISI), the School was rated "excellent" in every category, this being the highest grade it could receive.

"The quality of pupils' academic and other achievements is excellent"

"An atmosphere of happy, purposeful and collaborative endeavour permeates school life"

"Pupils develop into young women with high levels of self-esteem, well prepared to face their futures confidently and boldly"

"When they leave the School, pupils are well prepared to face with confidence the challenges, opportunities and responsibilities of living and working in the modern world"

"The successful fulfilment of the School's aims is testimony to the high quality of governance, leadership and management."

Downe House UK is a world-class international school and one of the most famous girls' school in the country. It is the school of choice for British and International royalty and peerage.



# Living in Oman

Occupying the south-eastern coast of the Arabian Peninsula, the Sultanate of Oman is at the confluence of the Persian Gulf and Arabian Sea. According to recent global reports, the beautiful country of Oman has been named the safest and friendliest country in the world for expatriates to live and work (Expat Insider Report, InterNations, 2019).

Oman’s low-rise towns retain their traditional charms, and Bedouin values remain at the heart of an Omani welcome. With an abundance of natural beauty, from spectacular mountains, wind-blown deserts and a pristine coastline, Oman provides a modern face of Arabia whilst preserving a sense of its ancient soul.

Oman has a huge expatriate population, drawn to the country for several reasons:

- It is complete with all the conveniences and luxuries you would expect to find in a developed western city: international restaurants, luxury shopping malls, coffee shops, 10-screen VOX cinemas, an efficient health system, five-star hotels, to name but a few.
- Despite being an upcoming modern city, Muscat is soaked in cultural and tradition. Examples of this includes the Sultan Qaboos Grand Mosque, the Muttrah Souk and the National Museum, which showcases two millennia of heritage and history through permanent exhibition of more than 5,000 objects. Meanwhile, the Royal Opera House has a prestigious international line-up staging jazz, ballet, classical and opera all year round.
- Oman’s landscape, dominated by desert, mountains and coastline, offers Muscat residents plenty of weekend escapes. The Al Hajar mountains, with caves, canyons and numerous wadis (dry riverbeds) that flow with spring water making wonderful hikes or scenic drives. Alternatively, Oman is a one hour flight from Dubai and Abu Dhabi making it easy to experience the Emirati lifestyle as well.
- Oman has much to offer for those interested in sports and partaking in outdoor pursuits. South of Oman lie the Rub’ Al Khali desert where a perfect sea of dunes reaching up to 300 metres high can be found, hosting exciting activities such as sandboarding, 4WD dune-bashing, camel riding and camping. Furthermore,



Oman is a dazzling bounty of underwater attractions. The Daymaniyat Islands, for example, is a marine reserve providing beautiful waters for drivers and snorkellers to swim among the coral, rays, and turtles.

There is then the rest of the world. Oman’s location makes it an amazing point from which to travel the world during the holidays. Incredible destinations in Asia, Africa, Europe and the Middle East are only a short flight away. The \$1.8bn Muscat International Airport was named the best airport in the Middle East, at the 2019 World Travel Awards, making Oman a truly excellent staging post.





# Senior Leadership Team

The Senior Leadership Team at Downe House Muscat consist of both academic and operational leaders who will be responsible to the Governing Body for the leadership and management of the school.

As Downe House Muscat opens in 2021, all members of the Senior Leadership Team have a vital role in executing the vision, values and aims of the School and to ensure outstanding academic excellence and pastoral care is provided on a daily basis.

Although specific duties are allocated to individuals, all members of the Senior Leadership Team are required to have a thorough

understanding of the day to day administration of the School and an appreciation of School policies.

Launching Downe House Muscat and the journey to becoming the best school in Oman is exciting and extremely fulfilling but also challenging at times. Whilst all members of the Senior Leadership Team are a part of a supportive and global educational community, they are expected to be autonomous, resilient, flexible, and open minded.

# Careers at Downe House Muscat

Downe House Muscat is seeking to appoint outstanding individuals as part of the Founding Team. This is a unique opportunity to join a highly talented team to quickly establish Downe House Muscat as a leading school in Oman and with the ambition to be the best.

Our staff will enjoy an excellent and fulfilling working environment, a competitive tax-free salary and package, and an exciting lifestyle in a beautiful, vibrant coastal city.

We welcome applications from the UK independent and state sectors as well as from those working internationally.

## Ongoing Professional Development

The best teachers continuously improve and develop their teaching practice, leadership skills and subject knowledge. This is why Downe House Muscat will dedicate resources towards CPD for both our new and experienced teachers and leaders.

When joining Downe House Muscat, you become a part of a global community of educators with opportunities to be involved in:

- Teacher exchange and digital leadership training with Downe House UK
- Middle and Senior leadership and strategic planning training
- Pastoral and well-being leadership training
- Subject specific training
- Mentoring and peer learning
- Online training opportunities
- Tailored INSET days
- Academic conferences
- Intra-network collaboration

## Onboarding

We understand that moving abroad, especially for the first time, can be daunting. Apart from the practical logistics associated with taking a job in Muscat, we know that teachers sometimes feel anxious about how they are going to settle.

At Downe House Muscat, our HR and school leadership team will provide the support and advice required for new members of staff to settle. This includes support with the work and residence visa application process, settling into permanent accommodation, health insurance, setting up bank accounts and orientation of the beautiful city of Muscat.







# Appointment Details

## Person Specification

Gravitas as a school leader, motivated, passionate about education, hardworking, commitment to personal development and improvement, good public speaker, efficient and effective, personal integrity, honesty, energy, enthusiasm, respectful of other cultures.

Committed to an all-girls' education in a female faculty.

## Qualifications

- A good degree from a good university. (E)
- Evidence of postgraduate education including both academic and management study. (D)

## Skills and Experience

- A successful track record of excellent teaching and student outcomes. (E)
- A successful track record of school leadership as a Deputy Head, Assistant Head or Head of Department. (E)
- A demonstrable track record of curriculum and pastoral leadership and management including innovative approaches. (E)
- Experience working in an all-girls' school. (D)
- Experience working in a K-12 school. (D)
- Excellent leadership skills and the ability to communicate with all staff, parents, and students on a variety of different levels, both written and orally. (E)
- The ability to lead teams and work collaboratively as a member of a team. (E)
- Outstanding organisational skills and the ability to manage a range of priorities. (E)

## Knowledge and Understanding

- An up to date knowledge and understanding of international and national trends in curriculum, assessment, and pedagogy. (E)
- Knowledge of the requirements for the Primary and Secondary curriculum. (D)
- Knowledge of delivering all-girls' education. (D)
- A very good understanding of IT and how technology can enhance and improve teaching and learning and allow innovation across the school. (E)
- Knowledge of British inspection standards. (E)
- Knowledge and understanding of the best practices for teaching English as a foreign language. (D)

## Attributes

- Be able to communicate clearly and persuasively, both orally and in writing, with staff, students, and parents alike.
- Be able to work accurately and calmly and show resilience when under pressure.
- Be flexible with an open mindset when approached with challenges linked to the opening of a new school.
- Be able to work collaboratively with colleagues within the school and with key contacts in other organisations: have a proven ability to work as a member of a team.
- Act at all times as an outstanding ambassador of the school.
- Good organisation and an eye for detail.

## Responsibilities

### General Responsibilities

- Support the ethos and defining characteristics of the School.
- Be an effective, loyal, active and mutually supportive member of the school's senior leadership team.
- Create high morale and team spirit, always leading by example.
- Maintain excellent communication with colleagues, parents and within the School.
- Be a visible presence around the School, including at the start and end of the School day.
- Actively promote school policies and procedures.
- Be an example of excellence as a leading teacher, inspiring and motivating other staff.
- Participate in, and contribute to, any internal discussion, consideration and implementation of school strategy or policy.
- Promote a calm, orderly and safe learning environment.
- Adhere to the school's Safeguarding Policy.
- Teach and support all activities of the School.
- Deputise in the Head's absence and undertake other duties as reasonably requested by them.

### Leadership and Management

- Lead the school's work on quality, self-evaluation and accreditation and monitor the quality of education
- Oversee the effectiveness and wellbeing of all staff
- Be responsible for student discipline
- Maintain and implement all relevant school policies with the Headteacher - monitor continuing compliance with the regulations as required by government statute and/ or by the Independent Schools Inspectorate and BSO standards
- Appraise staff in accordance with the School's appraisal system
- To establish and monitor all school policies.
- To lead and manage the production of the annual timetable.

### Teaching and Learning

- Identify curriculum priorities for the Primary and Secondary School and write the relevant sections of the School Development Plan.
- Promote a developmental approach to

teaching and learning, ensuring that the quality of teaching and learning is monitored and developed through lesson observations, learning walks, pupil work sampling and the School's learning environment.

- Ensure that all schemes of work are in place and regularly updated.
- Establish the annual assessment, recording and reporting cycle for the and manage all assessment procedures including school reports.
- Analyse student performance, analyse trends and take appropriate actions to ensure optimal student progress is achieved.

### Pastoral and Co-Curricular

- Take responsibility for the pastoral care of children, including ensuring appropriate reward and disciplinary procedures are followed.
- Work with the Head to ensure the School meets its statutory obligations in terms of Child Protection legislations and other Ministry requirements.
- Lead on the provision, organisation, and administration of all co-curricular activities, including education visits, educational visitors, and extra-curricular activities.
- Oversee parents' evenings across the school.

### Admissions and Marketing

- Be aware of the school's annual enrolment targets and actively strive to achieve or exceed these with all other members of the SLT.
- Attend and support all relevant marketing and admissions activities that will include evenings and weekends as required.
- Be an excellent role model to all staff for outstanding customer care.

### Community

- Identify opportunities with the Head and Senior Leadership Team to further involve parents, carers, community figures, businesses and other organisations to enhance and enrich students' experiences.
- Seek new initiatives that can be shared with other schools within Oman.
- Support the Head in sharing school initiatives and events with parent groups.

### Budget

- Oversee the drawing up of the annual Primary and Secondary School budget and monitor department spends.





## Terms of Appointment

The post attracts a competitive salary and benefits package appropriate for the experience, skills and personal circumstances of the successful candidate and will include:

- A competitive, annual tax-free salary inclusive of accommodation and other allowances
- An end of service payment
- Start and end of contract flights
- Annual return flight allowance
- Tuition fee concession at Downe House Muscat
- Medical insurance
- Visa costs

We recognise that the success of Downe House Muscat depends on the quality, wellbeing and motivation of our staff. In addition to the salary and package structure outlines above, staff can also expect:

- A commitment to professional development
- A dedicated and passionate human resources and support team, committed to making life in Oman as comfortable as possible
- Outstanding career progression opportunities that arise from being part of a rapidly expanding education group in a dynamic market.

## How to Apply

To apply, please consider the details of the candidate information pack, complete all sections of the application form including the supporting statement that sets out your interest in this position, how you meet the requirements of the role and your ambitions for the school. Completed applications should be sent to [careers@downehousemuscat.com](mailto:careers@downehousemuscat.com) by the closing date.

The closing date for applications is Friday 4th December 2020.

Applications will be reviewed as they are received. Early application is advised with interviews possibly being arranged in advance of the closing date. Downe House Muscat reserves the right to make an appointment before the closing date.

To arrange an informal discussion about the role, please email [careers@downehousemuscat.com](mailto:careers@downehousemuscat.com). Please visit our website at [www.downehousemuscat.com](http://www.downehousemuscat.com) for further information about the School.

### Safeguarding and Data Protection

Downe House Muscat is committed to safeguarding and promoting the welfare of children and expects all the

staff to respect this commitment. The post is subject to applicants providing a satisfactory Police Clearance Certificate from their home country that is less than three (3) months old. Three satisfactory professional references will also be required.

If successful and if applicable, for visa purposes applicants will need to supply relevant degree certificates, university transcripts and proof of being a 'full time' student. These documents will need to be attested by the Ministry of Foreign Affairs and Oman Embassy in the applicant's home country.

By applying to this post, you agree to your data being held and processed by Downe House Muscat and its affiliates. If you are appointed to the post you also agree to additional information, including sensitive data such as bank details and medical information, being held by Downe House Muscat and its affiliates.





Downe House  
Muscat

*an adventure in education*

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