



BRIGHTON COLLEGE  
ABU DHABI

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# HEAD OF SENIOR SCHOOL

April 2021



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## Brighton College Abu Dhabi wishes to recruit an outstanding Head of Senior School for August 2021

Brighton College Abu Dhabi, a sister school of Brighton College UK, is a leading Independent-style British International School located in the United Arab Emirates. Founded in 2011 at a prime location on Abu Dhabi Island on a purpose-built, state-of-the-art campus, the College is heavily over-subscribed and was rated outstanding in all six categories at the most recent ADEK inspection (2018). The full report is available on the website.



The school is a member of COBIS, BSME and IAPS and the Head Master is an international member of HMC.

Brighton College Abu Dhabi benefits from a strong partnership with Brighton College, the UK's top co-educational independent school, and with Brighton College Al Ain, Brighton College Dubai, Brighton College Bangkok and Brighton College Singapore. The Brighton family of schools currently educates more than 5,000 pupils.

A key component of Brighton's internationalism is the importance it places upon ensuring that its sister schools are authentically interpreting its values and ethos. Each school combines academic excellence with a wealth of co-curricular opportunities, all underpinned by a deep commitment to the individual needs and enthusiasms of every child. All pupils in the Brighton family of schools are valued for their own sake and encouraged to develop their talents to the full, in a community where there are no stereotypes and every achievement, however small, is noticed.

Brighton's success is built upon recruiting genuinely inspirational teachers who can enthuse about their subject and will maintain an exciting and vibrant intellectual environment in which children are able to explore their interests, develop their existing talents and acquire new ones.

This is a unique opportunity to join an exceptional and hardworking team with the united goal of ensuring that every child reaches their potential both academically and socially, by pushing boundaries and broadening horizons. Our positioning as one of the leading academic schools in the Middle East, is testament to the dedication and hard work of our Common Room.

Packages are amongst the best globally with an excellent basic salary and comprehensive benefits. We also offer exceptional levels of financial support for Continuing Professional Development.

Brighton College Abu Dhabi wishes to recruit an outstanding Head of Senior School: this post is an excellent opportunity for a first-class candidate to gain experience well beyond a conventional deputy's role and thus to prepare effectively for headship in due course.

### Senior School

Brighton College Senior School delivers an innovative and exciting curriculum leading to GCSEs and A Levels. Our external examination results in Years 11, 12 and 13 are 'well above curriculum and world averages' (ADEK Inspection Report 2018).



## PERSON SPECIFICATION

- The successful candidate for this challenging and rewarding position will have at least five years' experience of teaching in Senior Schools and will most probably be either a serving Deputy or Assistant Head.
- Essential qualities will include the ability to think strategically, work collaboratively and to present to parents, pupils and colleagues a warm, engaging and approachable personality.
- The person appointed will have the necessary drive, enthusiasm and character to move on to Headship in due course
- The successful candidate will have a university degree and teaching qualification from a good UK University.

## JOB DESCRIPTION

**Responsible for:** The overall running of the Senior School. The Head of Senior is expected to manage the resources of the departments and to show financial awareness in budgeting and staffing matters, in order to provide the most efficient learning opportunities for the pupils. He or she will promote a focused, driven and purposeful atmosphere throughout the Senior School, underpinned by a sense of order and general discipline which involves pupils and staff in fostering this ethos.

The Head of Senior is a member of the College Leadership Team, which meets weekly with the Head Master.

**Consulting with:** All staff  
**Reporting to:** The Head Master

## RESPONSIBILITIES OF POSITION

The successful candidate will:

- Develop, in conjunction with the Senior Leadership Team and Heads of Department, the curriculum for all subject areas taught in the Senior School and ensure staff are led in such a way that outstanding standards are maintained in all areas.
- Evaluate the effectiveness of the planned curriculum and to ensure an appropriate system of assessment and record-keeping is maintained by Form Teachers.
- Meet prospective new parents, and explain to them the teaching methods, available facilities and the ethos of the Senior School.
- Coordinate the assessment of new pupils.
- Ensure that present parents are kept informed of their child's progress and any problems, through informal and formal meetings and thereby to promote excellent relations between school and home, fostering these to ensure a working partnership.
- Encourage parents to take an active interest in their child's progress and make them feel welcome in the school.
- Be responsible for the welfare and discipline of pupils.



- Exercise strict control over the Senior School budget.
- Oversee cover for absent staff.
- Draw up the timetable in collaboration where appropriate with the Heads of Prep and Pre-Prep in order to provide a balanced curriculum, value for money, and to allow for the teaching of specialist teachers.
- Participate in the school's consultative procedures to ensure an effective communication system and good liaison between the different departments.
- Recruit and appoint the best possible staff in consultation with the Head Master.
- Pursue a policy of staff development within the Senior School, monitoring performance and encouraging attendance on appropriate courses and delegating as appropriate.
- Operate a consultative procedure to allow colleagues the opportunity of taking part in planning and evaluating.
- Evaluate the use of resources.
- Liaise with Abu Dhabi Education and Knowledge Council (our Regulator) to support equivalency, matriculation and graduation for our pupils.
- Liaise with the Caterer concerning special diets etc. and to ensure that all information from parents concerning diets is shared.
- Take responsibility for submitting articles for the School Magazine and ensuring the Senior School's many achievements are celebrated in all media in line with the College's policies.
- To undertake such additional duties as the Head Master may from time to time require.

The Head of Senior School has a dedicated PA to support on administration.

## REMUNERATION

- An attractive salary
- A relocation allowance if hired from outside Abu Dhabi
- Accommodation allowance
- School fee remission
- Private medical insurance for the post holder and his/her dependants
- Annual return flights to the UK for the post-holder and his or her family

All of the above in line with specific school policies

## APPLICATIONS

All applications must consist of the following completed documents:

1. Letter of application (maximum one and a half sides of Garamond 12) addressed to Mr Simon Corns, Head Master of Brighton College Abu Dhabi
2. Completed teacher application form (available on website)
3. CV (maximum 4 sides)

NOTE: We reserve the right to interview and offer to a strong candidate prior to the closing date. It is strongly recommended that candidates submit their applications as soon as possible.