



BRIGHTON COLLEGE  
ABU DHABI

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# Deputy Head of Pre-Prep School

December 2020



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## Brighton College Abu Dhabi wishes to recruit a Deputy Head of Pre-Prep School.

Brighton College Abu Dhabi, the 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.



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 and Brighton College Bangkok. 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.

### PRE-PREP SCHOOL

Brighton College School is one of three schools which constitute Brighton College Abu Dhabi. The Pre-Prep School delivers an innovative and exciting curriculum from Year 3 leading to the end of Year 6 (age 11).

*'The overall performance of the school is outstanding. Achievement overall is now outstanding. Leaders have maintained the highest standards in teaching and learning in the English medium subjects whilst improving provision and outcomes in the Arabic medium subjects. Students learning skills are now outstanding. Lessons are creative and innovative. Leaders have an*



*ambitious vision and clear strategic direction for the school which are shared by the whole school community. Self-evaluation and improvement planning processes are outstanding.'*

(ADEK Inspection Report, October 2018).

In addition to outstanding performance and progress by the School pupils, our GCSE and A-Level results from Summer 2018 make us one of the leading academic schools in the Middle East.

We strive to become the 'first choice' school in Abu Dhabi for children aged 3-18 and to be internationally recognised as world class. We strive to turn out well- educated, globally aware, tolerant and intellectually curious men and women who are ready to take a full, active and positive role in the life of Abu Dhabi, the United Arab Emirates and our world. Central to this vision are our teachers and leaders.

## **DEPUTY HEAD OF PRE-PREP SCHOOL**

### **PERSON SPECIFICATION**

- Essential qualities will include the ability to work collaboratively and to present to parents, pupils and colleagues a warm, engaging and approachable personality.
- A relative Honours Degree and teaching qualification
- A distinguished record of teaching
- A strong record of professional development
- Experience of working in a senior leadership position in a prestigious school
- A highly efficient, task driven, organised and pro-active individual
- A personable and supportive personality with the ability to interact successfully with all stakeholders

### **JOB DESCRIPTION**

#### **An outline of the role**

The Deputy Head will work closely with the Assistant Heads (Teaching & Learning, Data & Pastoral) and the Head of Pre-Prep School to lead and manage many aspects of the Pre-Prep School and of the College. S/he should be an adaptable and innovative leader, a good motivator, communicator and administrator, and should be capable of managing key aspects of an expanding and high-profile British- international school. S/he should be able to provide professional leadership and guidance to enable the effective development of the Pre-Prep School of the College, its staff and pupils.

### **RESPONSIBILITIES OF POSITION**

- To be an ambassador of the College at all times, in school and the United Arab Emirates
- Deputising for Head of School & Day-to-day operations in their absence
- Member of Senior Leadership Team
- Day-to-day manager of Assistant Heads
- Chair of Extended Leadership Team
- Head of Staff Well-being
- Responsible for Occupational Health & Safety & Compliance in this area
- Implementation of ADEK initiatives
- Pastoral CPD of staff
- Coordinate assemblies



- Coordinate PSHME
- Organisation of Pre-Prep School Events (to include creation of Running Orders)
- Organisation of Pre-Prep School Duties
- Contribution to strategic planning, school self-evaluation and school development
- Management in conjunction with Co-Curricular of School Calendar
- Line Manage Teaching Assistants working within the Pre-Prep School
- Oversee Staff Induction and Whole Staff Inset
- Co-ordinator and lead on annual recruitment cycle
- College Marketing Committee representative
- Coordinate cover within the Pre-Prep School

### **Personal Skills**

- Enthusiastic and passionate about education with a sound understanding of a Pre-Prep School ethos and best practice, particularly in relation to pastoral matters
- Flexible and adaptable to the varied demands of working in a premier school
- Proactive in all aspects of College life through participation and support
- Exceptional organiser and administrator with the ability to delegate and empower colleagues
- Able to think strategically as a member of the Pre-Prep School Leadership Team
- Creative and innovative with an eye for detail and a determination to see tasks through from beginning to end
- Able to develop and foster teamwork and talented communicator, both orally and in writing
- Supportive and able to give guidance and leadership to the Pre-Prep School teaching staff whilst monitoring and evaluating teams and individuals
- Reliable and respectful at all times and able to work successfully under pressure
- Has a strong understanding of the needs and issues facing all stakeholders within the school community

### **Leadership Duties and Responsibilities**

- To be an ambassador of the College at all times, in school and within the UAE and to lead by example in all areas of school life
- To teach up to a 40% teaching timetable, carry out duties as required and to actively support the CCA Programme leading a minimum of two activities per week
- To carry out reasonable professional requests made by the Head Master or Head of School
- To lead and manage aspects of the day-to-day management of the school, through liaison with members of SLT and the wider staff body
- To participate in the induction process of new teaching staff by introducing policies and practices as necessary and play an active role in staff recruitment, coaching, appraisal and mentoring
- To foster close partnerships with parents, initiating contact in appropriate circumstances and consistently monitor meetings and recording follow-up action
- To contribute to the strategic development of the Pre-Prep School in line with the aims of the College through the School Evaluation Form and the development and implementation of the Pre-Prep School Improvement Plan
- To play an active role in staff recruitment, appraisal and mentoring, to create and develop a positive team atmosphere
- To drive excellent standards of academic and pastoral care across the Pre-Prep School and to lead and manage the Assistant Heads in the Pre-Prep School





### **Educational Administration**

- To support the Head and Assistant Heads with operational aspects of their roles, as agreed in Pre-Prep School Leadership Team meetings
- To oversee staff cover and cover where necessary
- Responsible for Pre-Prep School Calendar & Running of events
- To coordinate Pre-Prep School publications & marketing, school policies and documents with the Head of Pre-Prep School
- To oversee the integration of ADEK initiatives (Moral Education, My Identity and Student Competency Frameworks) into Assemblies, PSHME and Tutor Time
- To liaise with the Pre-Prep to manage the pastoral transition of Year 2 pupils into Year 3, and Senior school for Year 6 pupils, in liaison with other leaders
- To establish and maintain links and regular contact with professional bodies and other UAE International schools
- To oversee in conjunction with the Assistant Head (Pastoral) the School House System, school & House assemblies to ensure they are of a high quality and strengthen the positive pastoral ethos of the Pre-Prep School
- To promote pride in the College among the pupil body through high standards of dress, behaviour and commitment
- To develop Staff Wellbeing to ensure staff are listened to and their worries and concerns acted upon as far as possible.

### **Pupil Tracking and Monitoring**

- To ensure that all pupils reach their personal, social and emotional potential through enthusiastic and personalised provision, with rigorous record keeping and follow up
- To show an active interest in each child's personal and domestic circumstances and to liaise with teachers on a regular basis to ensure that all pupils are fully supported at school, fostering a strong understanding of pastoral matters amongst all teachers and TLAs within the Pre-Prep School.

### **Health and Safety, and Safeguarding**

- To support the OSH Officer for the Pre-Prep School, with operational matters
- To be familiar with the College's policies on Health and Safety and be proactive in ensuring the safety of all members of the College community at all times
- To be aware of and act upon all policies regarding the safeguarding of children
- To foster a close partnership with parents, initiating contact in appropriate circumstances and ensuring appropriate records are made and kept
- To be in School prior to 7:00am and until at least 4:00pm
- To carry out any reasonable professional request made by the Head Master, Head of Senior School or member of the SLT

### **Formal Qualifications/Experience**

- A good UK Honours Degree (or equivalent)
- A certified teaching qualification
- A distinguished record of teaching and middle/senior management experience in a prestigious school
- A strong record of professional development
- At least four years' teaching experience



## APPLICATIONS

Applications should be sent as soon as possible and certainly by **31<sup>st</sup> January 2021**, to the Kelly Mansbridge, [kmansbridge@brightoncollege.ae](mailto:kmansbridge@brightoncollege.ae) The application should consist of the following:

1. Letter of application (maximum one and a half sides of A4) addressed to Kelly Mansbridge, Head of Pre-Prep & Nursery, Brighton College Abu Dhabi
2. A completed Teacher Application Form (available on the TES website) including the names, email addresses and telephone numbers of two referees, one of which should be your current Head.
3. CV (maximum of 4 pages)
4. Your application should also include a scanned copy of your teaching qualifications.

Start Date: April 2021

Any queries concerning this post should be directed Kelly Mansbridge, Head of Pre-Prep & Nursery, on the above email.

## REMUNERATION

- An attractive salary
- College-provided accommodation
- School fee remission as per company policy
- Private medical insurance for the post holder and his/her dependants

**Details of the above will be shared with the successful candidate. All of the above in-line with specific school policies**

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.

## SAFEGUARDING

Brighton College is committed to safeguarding and promoting the welfare of our pupils and expect all employees to share this commitment. All applications should read the College's child protection policy, which is available on our website, and are required to declare any information as requested on the application form. An ACRO check and/or a local police certificate will be requested for the successful candidate.