



BRIGHTON COLLEGE
ABU DHABI

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Head of Prep School

February 2021



In partnership with **bloom.**education



Brighton College Abu Dhabi wishes to recruit a Head of Prep School for September 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. There are currently 1820 pupils on roll.



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

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 as of this year, 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.

Preparatory School

Brighton College Preparatory 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 Preparatory School pupils, our GCSE and A-Level results in recent years 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.

Our Prep School educates 600 pupils from age 7 to 11, and offers a broad, child-centred provision. Pupils make very good academic progress, are supported pastorally, and display outstanding standards of behaviour. The Prep School has been described by many as a 'big school which feels like a small school' and the community feel, happy pupils and teachers, all contribute to the College having a very purposeful and enjoyable school environment.

PERSON SPECIFICATION

Essential

- Three or more years of experience in middle or senior leadership
- The ability to think strategically, work collaboratively and to present to parents, pupils and colleagues a warm, engaging and approachable personality.
- University degree and teaching qualification from a good UK University.
- A distinguished record of teaching and a strong record of professional development.
- Passionate about helping us replicating the success of Brighton College International Schools through being committed to teaching the whole child.
- Be a role model for pupils and colleagues and an inspirational leader who knows how to include and involve members of the school community. And able to inspire a team to work together
- Clear communication skills, exceptional work-ethic and resilience
- Ability to obtain a clear enhanced DBS check/International Child Protection Certificate and a criminal records check (or equivalent) from the UK and from all other countries worked in.
- A degree in education, a PGCE or equivalent leading to Qualified Teacher Status.
- Appropriate references from your current and previous employer, enforced by personal phone calls made to each referee.
- Up-to-date knowledge of the English national curriculum.

Desirable

- Postgraduate Degree in Education beyond PGCE
- Work experience at a top International or UK school.

JOB DESCRIPTION

Responsible for: The overall running of the Prep School, Years 3 - 6. The Head of Prep is expected to lead the staff and manage the various resources of the department in order to provide positive and efficient learning opportunities for the pupils that encourage and enable each and every student to realise their full potential across all areas of the curriculum. This should be underpinned by a sense of



order and general discipline which involves pupils and staff in this general ethos.

The Head of Prep is a member of the College Leadership Team (CLT) and while representing the Prep School is nonetheless expected to take a whole-college perspective on strategic issues.

Consulting with: All staff
Reporting to: The Head Master

RESPONSIBILITIES OF POSITION

- Lead and manage the day-to-day operation of Years 3 – 6, working with the Prep School Senior Leadership Team (PSLT).
- To be responsible for the academic progress and welfare of pupils in Years 3 – 6 including discipline of pupils.
- To develop, in conjunction with the Prep School SLT and Heads of Year, the curriculum for all subject areas taught throughout the Prep School.
- To evaluate the effectiveness of the planned curriculum and to ensure an appropriate system of assessment and record-keeping is maintained by all Teachers.
- To ensure that the highest academic standards are the goal of both teachers and pupils.
- To be responsible for the effective performance of all Prep School teachers.
- To pursue a policy of staff development within the Prep School, encouraging attendance on courses and delegating as appropriate. The CPD programme should run parallel to Performance Management and Coaching systems.
- To meet prospective new parents, and explain to them the teaching methods, available facilities and the ethos of the Prep School.
- To maintain and develop effective relationships with all Prep School parents.
- To ensure that parents are kept informed of their child's progress and any problems, through informal and formal meetings.
- To encourage parents to take an active interest in their child's progress and making them feel welcome in the School.
- To review the assessment of new pupils and support the Admissions Team in the selection process and placing of students.
- To work with the Director of Inclusion (SENCO) to monitor and keep a record of the Gifted and Talented Register as well as EAL.
- To manage and run the House System.
- To chair a weekly meeting of the Prep School Leadership Team and any regular meetings where necessary for Heads of Years and Assistant Heads (Extended Leadership Team).
- To work closely with the Head of Prep School Digital Learning and Senior House Master / Mistress in developing their areas of responsibility (technological advancement in learning for teachers and pupils and the development of the House System for greater unity throughout the Prep School and celebration of Prep School House events)
- To work closely with the Head of Pre-Prep and Head of Senior School (Deputy Head) towards our common vision.
- To exercise control over the Prep School's budget.
- To participate in the School's consultative procedures to ensure an effective communication system and good liaison between the different departments, thereby allowing all members the opportunity of taking part in planning and evaluating.
- To implement and initiate new plans and developments in consultation with Prep School Leadership Team and the CLT.
- To support the Head Master in recruiting and appointing new staff as well as playing an active role in new staff induction and arrival in UAE.



- To evaluate the use of resources.
- To liaise with the School Nurses on all matters relating to illness and injury.
- To liaise with relevant representatives of the parent company (Bloom Education) and Facilities Manager on matters relating to repairs and new work needed to the building.
- To liaise with the Caterer concerning special diets etc. and to ensure that all information from parents concerning diets is passed to him.
- To be responsible for holding regular fire practices in liaison with the CLT.
- To maintain and update the Prep School's policies and procedures as required to comply with UAE laws and ADEK.
- To report to the Governors through the Head Master and attend meetings as required.
- To take responsibility for submitting articles for the Weekly Brighton College Prep School Newsletter (The Broadsheet) and the School Magazine.
- To undertake such reasonable duties as the Head Master shall from time to time require.

The successful candidate will be directly involved in assessing and reviewing the structure of the Prep School and implementing such changes as may be agreed in order to increase efficiency.

REMUNERATION

- An attractive salary
- Accommodation allowance
- School fee remission
- Private medical insurance for the post holder and his/her dependants

All of the above in line with specific school policies

APPLICATIONS - **Deadline for applications is Sunday, 21st February 2021.**

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)

Safeguarding

Brighton College is committed to safeguarding and promoting the welfare of our pupils and expects all employees to share this commitment. All applicants 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. Enhanced disclosure with the Disclosure and Barring Service (DBS) in the UK and a local police certificate will be requested for the successful candidate.

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.