



BRIGHTON COLLEGE
ABU DHABI

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Head of Arabic Curriculum Subjects

To start August 2022



In partnership with **bloom.**education



Brighton College Abu Dhabi wishes to recruit a Head of Arabic Curriculum Subjects

Start Date: August 2022

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 Mistress 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.

Brighton College, Abu Dhabi is looking to appoint an outstanding leader to drive strategic development of the College's Arabic medium departments (Islamic Studies, Social Studies, Arabic). This position is a new College position. The person appointed will be expected to play an integral role in the implementation of the school's development plan. The Head of Arabic should be a skillful communicator in English and Arabic, spoken and written, capable of inspiring team of committed classroom practitioners and establishing a learning culture that seeks to enable every pupil to flourish in their academic pursuits, both inside and outside of the classroom.

The role is a challenging one, requiring collaboration with senior and middle leaders, an advanced understanding of best educational practice and a willingness to implement, lead and manage change.

Overview

The successful candidate will be required to set high standards of themselves and others, be resilient and will conduct themselves with consummate integrity. In doing so, they will be supported by a highly effective team of senior and middle leaders and a pupil and parent body committed to the achievement of excellence.

PERSON SPECIFICATION

- The successful candidate for this challenging and rewarding position will have at least three years' experience of teaching at Senior School level (7–18 year-olds) and some experience of management of staff.
- 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 successful candidate will have a university degree and teaching qualification from a recognised academic institution.

RESPONSIBILITIES OF POSITION

- To be an ambassador of the College at all times, in school and the United Arab Emirates
- To lead by example in all areas of school life and to be a powerful role model for colleagues as an outstanding practitioner.
- To develop, in conjunction with the Senior Leadership Team and relevant Heads of Department, the curriculum for Arabic Curriculum subjects taught in the College and ensure staff are led in such a way that outstanding standards are maintained in all areas.
- To lead from the front by teaching a (reduced) timetable and demonstrating excellent, modern and effective methodology in the classroom
- To evaluate the effectiveness of the planned curriculum and to ensure an appropriate system of assessment and record-keeping is maintained
- To meet prospective new parents, and explain to them the teaching methods, available resources and facilities available for teaching Arabic, Islamic and Social Studies.
- To encourage parents to take an active interest, and where appropriate, involvement in the curricular and co-curricular activities run by these departments.
- To exercise strict control over the Arabic, Islamic and Social Studies budgets.
- To organise cover for absent staff.
- To draw up the timetable in collaboration where appropriate with the Heads of School.
- Assist the administration and other support staff in liaison with the Abu Dhabi Education Council to ensure compliance with the Ministry of Education requirements with respect to the teaching of Arabic, Islamic and Social Studies.
- To participate in the school's consultative procedures to ensure an effective communication system and good liaison between the different departments to ensure that UAE culture and values are embedded throughout the curriculum.
- To recruit and appoint the best possible staff for the Arabic curriculum subjects in consultation with the Head Mistress.
- To pursue a policy of staff development within the Arabic, Islamic and Social Studies departments, monitoring performance and encouraging attendance on appropriate courses and delegating as appropriate.
- To operate a consultative procedure to allow staff the opportunity of taking part in planning and evaluating the Arabic, Islamic and Social Studies department performance.
- To liaise with Abu Dhabi Educational Council to support equivalency, matriculation and graduation for our pupils.

LEADERSHIP RESPONSIBILITIES

- has the ability to fulfil the responsibilities of the post with energy, enthusiasm and excellence
- has a clear sense of direction for the department and is able to think strategically
- has the ability to skillfully lead, manage and motivate departmental colleagues, through direction and delegation is able to delegate effectively and fairly
- has strong interpersonal and communication skills
- is prepared to take challenging decisions when required
- has the ability to form relationships and to motivate pupils
- as the ability to achieve the highest standards:
 - in teaching effectively throughout the age and ability range
 - in subject knowledge and application
 - in classroom management
 - in assessment, recording and reporting pupils' progress
- is able to win and maintain the trust and confidence of parents, pupils, staff and others
- will support colleagues and the school when either professional reputation is challenged:
- is enthusiastic about the subject and able to inspire the same enthusiasm in others
- is able to challenge the pupils and staff to develop their full potential
- encourages and allows colleagues to utilise their skills, professional judgement and strengths, and supports the development of areas less strong
- ensures that the highest academic standards and expectations are met
- has an on-going commitment to their own professional development, particularly from a classroom perspective
- has a commitment to learning beyond the classroom in areas such as: departmental trips, society meetings and university preparation
- remains up to date with educational and academic development within the subject;
- is alert to opportunities to develop new teaching and learning strategies and encourages debate about good practice
- is flexible, creative and patient in challenging environments;
- To maintain a department file to include Staffing, Curriculum Plan, Schemes of Work, Timetabling, SDP, Job Descriptions, Budget, INSET, Assessments, Meetings, Visits/Visitors, Risk Assessments and IEPs
- To oversee examinations and assessments within the Department
- To be responsible for the Department's contributions to the College website, social media and publications as necessary
- To oversee and proofread reports.
- To contribute to the College's Self Evaluation and Development Plan
- To attend all meetings and INSET as required, attending, and contributing to Heads of Department meetings and arranging and leading regular Departmental meetings.
- To be aware of and comply with all the College policies including those for marking and assessment, teaching and learning and reporting.
- To prepare, invigilate and assess, as required, internal and external tests and examinations
- has a sense of humour and a sense of perspective.

PASTORAL

- To work within a House team as a Tutor in a specified Year Group
- To show an active interest in each child's personal and domestic circumstances
- To foster the personal and social developments of each pupil in your care
- To promote pride in the College among the pupil body through high standards of dress, behaviour, and commitment

- To actively promote the social, moral, and cultural ethos of the College community
- To create an atmosphere of support by being aware of, and fully complying with, all the College Policies, including the Code of Conduct, School Rules, and the Anti-bullying Policy.
- To be familiar with in all 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 comply with the College’s rewards and disciplinary policies, promoting exemplary behaviour and a responsible attitude amongst all pupils at all times
- To be aware of and act upon all policies regarding the safeguarding of children Professional Responsibilities
- To ensure that all communication is acted upon appropriately and in a timely manner
- To attend Parents’ Evenings, Assemblies, Productions, Sporting and Special Events
- To be responsible for all College resources particularly those in your care, reporting damage or loss to your line manager or the facilities manager, as appropriate
- To foster a close partnership with parents, initiating contact in appropriate circumstances and ensuring that there is a record of this.
- To be in School from 7.00am until at least 4:00pm

REMUNERATION *(Please note duplication of benefits rules apply)*

- An attractive salary
- Company provided accommodation.
- School fee remission up to 2 children
- Private medical insurance as appropriate

All of the above are in line with specific school policies

HOW TO APPLY

Completed applications, including a letter of application, application form and CV should be submitted through TES.

The closing date for applications is **midday on Wednesday 27th April 2022.**

The College reserves the right to appoint a successful candidate prior to the closing date and so an early application is advantageous

SAFEGUARDING AND EQUAL OPPORTUNITIES

Brighton College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to an enhanced DBS disclosure, the receipt of satisfactory references, the College’s pre-employment medical questionnaire, relevant original ID documentation and examination certificates. The College understands that a robust, fair and transparent recruitment and selection policy plays a central role in achieving this aim.

The College is committed to ensuring that the recruitment and selection of staff is conducted in a manner that is systematic, efficient, and effective and promotes equality of opportunity.