



BRIGHTON COLLEGE
ABU DHABI

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Job Advert Learning Support Assistant - Inclusion

November 2020





Brighton College Abu Dhabi wishes to recruit a Personal Assistant to the Head of Prep School.

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 and BSME and the Head Master is an international member of HMC. The Head of Prep School 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 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.

We are currently seeking to appoint an experienced administrator, who is able to join us in December. 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, are testament to the dedication and hard work of our common room.

This post offers an excellent salary and comprehensive benefits.



DUTIES AND RESPONSIBILITIES

- To support pupils across the College with additional EAL and SEND learning needs, promoting their access to the curriculum and enabling them to make progress in line with their ability.
- To support the education, social development, emotional and behavioural needs of pupils, under the direction of the Director of Inclusion and Teachers to help create a positive learning environment.
- To demonstrate and apply knowledge and awareness of inclusive approaches to education through continual professional development and prepare differentiated resources to support learning.
- To apply a sound understanding of a range of Special Educational Needs and engage pupils for whom English is an Additional Language (EAL).
- To work collaboratively and communicate effectively with the department members and Class or Subject Teachers to develop and follow specific programmes to enhance learning.
- To continually monitor and evaluate learning through observation and recording of achievements against learning objectives as directed by the Teacher, or by your own initiative.
- To prepare resources and materials, with guidance from the Director of Inclusion or Teacher for individuals or small groups of pupils to enhance their learning experiences and contribute to departmental initiatives.

PASTORAL

- To create an atmosphere of support by being complying with all College policies and be proactive in ensuring the safety of all members of the College community at all times.
- To promote exemplary behaviour and a responsible attitude to create a respectful working environment that engages pupils and is conducive to learning.
- To maintain the highest degree of discretion and confidentiality where appropriate.
- To be aware of and act upon all policies regarding the safeguarding of children.
- To always observe policies and procedures in relation to child protection, safety and security, confidentiality and data protection, reporting all concerns to the designated person.

PROFESSIONAL RESPONSIBILITIES

- To be an ambassador of the College at all times, in school and the United Arab Emirates.
- To ensure that all communication is acted upon appropriately and in a timely manner
- To attend Parents' Evenings, Assemblies, Productions, Sporting and Special Events when required.
- 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 present a professional image in line with the high expectations of the College.
- To assist with covering colleagues as required and attend all meetings and INSET as required.



- To be in School prior to 7.00 am and until at least 4:00pm (subject to confirmation of School operation hours).
- To carry out any reasonable professional request made by the Director of Inclusion, Teachers, Head Master, Head of School or any member of the Senior Leadership Team (SLT)

APPLICATIONS

Letters of application, completed Application form, scanned copy of qualifications and an up-to-date CV, should be sent to Maeve Collins, Director of Inclusion and Pre-Prep Inclusion Teacher, mcollins@brightoncollege.ae.

Any queries concerning this post should be directed to Shelly Thaxter on the above email.

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. 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.