

Join us:

# Senior School University, Careers and Futures Counsellor

APPLICATION DEADLINE: 11<sup>th</sup> April 2023

INTERVIEWS: 12<sup>th</sup> April 2023



THE SUNDAY TIMES

# Working for a Brighton College school

Brighton College schools are fantastic places to work. Brighton College is the leading co-educational school in the UK and was named 'UK School of the Decade' by *The Sunday Times* in November 2020.

Established in 1845, the College has grown exponentially since 2006 when Richard Cairns became Head Master. Since then we have moved from 147th in *The Sunday Times* results table, to 3rd – the best position ever achieved by a co-ed school. All Brighton College schools are renowned for their excellent academic results and innovative approaches, whilst placing kindness and community at the heart of their approach to education.



We take great pride in recruiting only the very best teachers to Brighton College. We know that outstanding teachers change lives. Teaching at all levels at Brighton is characterised by passion, academic rigour and innovation, with teachers taking an active rôle in designing and delivering our bespoke version of the English National Curriculum.



The Brighton College Family of Schools includes our three Prep Schools in the UK and five current international campuses, with our sixth site opening in Hanoi, Vietnam, in August 2023. In total, over 6,700 pupils are educated in Brighton College schools around the world. Working at a Brighton school means having a base in one of seven exciting cosmopolitan cities - Brighton, Bangkok, Dubai, Al Ain, Abu Dhabi, Singapore and Hanoi.

This international network provides teachers and school leaders with the potential to make fruitful connections, and brings a range of opportunities for career progression and promotion. In addition, staff at Brighton schools frequently share best practice and benefit from CPD across the whole group.



Most importantly, Brighton College schools are happy places. Staff and pupils feel fulfilled, and our emphasis on kindness fosters a thriving intellectual, sporting and performing arts culture. We hope you will enjoy this opportunity to join a fantastic group of professionals working across our family of schools.



Our approach to education is regularly celebrated. In addition to being named 'UK School of the Decade' by *The Sunday Times*, Brighton College have also been named 'School of the Year' twice by the same publication; *The Week* named them 'Most forward-thinking school' in 2017 and 2019, 'Best in the UK for STEM' in 2020, 'Best for Community Outreach' in 2021, and 'Best for a Global Outlook in Education' in 2022. Spears Education Index ranked Brighton College and Brighton College Abu Dhabi as **two of the top 100 schools internationally** in both 2021 and 2022, whilst Brighton College Bangkok won the **International Schools Award 2022 for Diversity, Inclusivity and Justice**. We've also been named 'Best British School in the UAE' by LUXLife Magazine and have been selected as a Finalist for 'Pre-Prep School of the Year' in the Independent School Parent awards in 2022.

BRIGHTON COLLEGE  
INTERNATIONAL SCHOOLS



94% GRADES 9-7 AT GCSE



800+  
teaching  
staff



99% A\*-B GRADES AT A-LEVEL



30  
subjects  
offered



150+ CHARITIES AND PROJECTS SUPPORTED

11  
SCHOOLS IN THE BRIGHTON COLLEGE  
FAMILY



25+

NUMBER OF COUNTRIES WHERE  
OLD BRIGHTONIANS ATTEND  
UNIVERSITY



6,700+  
pupils in our  
schools



## ABU DHABI LIFESTYLE

The standard of life is high in Abu Dhabi, services are efficient, and convenience is a strong feature of the day-to-day. Lifestyle options are diverse and vibrant, as might be expected in a city with over 200 nationalities living side-by-side.

# 1



## SAFETY

Abu Dhabi is a leader in world-rankings for lowest crime rate in cities. The city's safe and calm environment is a renowned feature, providing a haven for family life, the young, elderly, women and children.

# 2



## TAX-FREE INCOME

Tax-free salaries, available for all inhabitants of the United Arab Emirates, makes it one of the best locations to build one's future. An attractive prospect for expats and compelling reason to relocate!.

# 3



## ALL YEAR SUN

Abu Dhabi is sunny all year round. The city's average temperature hardly drops, and while the summer months are characterised by indoor and air-conditioned terrain, from September to May the comfortable, breezy weather allows for all manner of outdoor pursuits, from beach-bathing to dune-bashing, to exploring market souks.

# 4



## LOW COST OF PETROL

Just a few years ago, fuel was cheaper than bottled water in the oil-rich UAE. While this may no longer be the case, it is still considerably less expensive than elsewhere in the world.

# 5



## BOOMING REAL ESTATE

**6** Abu Dhabi's real estate industry is thriving. Residents and visitors can easily rent or buy properties that fit their requirements and price range. Whether you choose the glittering, yacht-lined location of the Marina, the slick, sophisticated streets of Reem Island or the leafy, suburban areas like Bloom Gardens and Al Raha Beach, Abu Dhabi has it all.



## TRAVEL

**7** Abu Dhabi is the perfect 'hub' for travel, offering inexpensive and accessible adventures to much of Asia, Europe and Africa. Its favourable geographical location makes the city one of the best places in the world for tourism. Abu Dhabi has multiple daily direct flights to all major UK cities.



## ARCHITECTURE

**8** The Government of Abu Dhabi invest huge amounts of money to progress the city's economy, resulting in a breath-taking city-scape from the infamous Grand Mosque, to the Louvre Museum.



## FOOD, GLORIOUS FOOD

**9** If you're an 'adventure' when it comes to food, you've come to the right place! Abu Dhabi features plenty of restaurants that serve local and international dishes: American, Chinese, Indian, Lebanese, Mediterranean, Vietnamese, Turkish and more – you name it! On the other hand, if you prefer to eat at home, most outlets offer take-out and delivery services.



## NEVER A DULL MOMENT

**10** Abu Dhabi is sometimes described as a 'playground for adults', and the range of experiences and opportunities available here lend credibility to the idea.



## Brighton College Abu Dhabi is looking to appoint a University, Careers and Futures Counsellor for August 2023.

# About the role

## Senior School

## University, Careers and Futures Counsellor

This role is envisaged to further enhance existing Careers and University Guidance provision in the Senior School at Brighton College Abu Dhabi. The post-holder will be responsible for developing and innovating in the key areas of careers curriculum and enrichment opportunities, administration and guidance for university applications, external relations including the engagement of our school, local and global community. The appointee will have significant scope to define and grow the role in line with the school's strategic plan, and ADEK and UAE National priorities.

### Personal Skills

- Enthusiastic and passionate about education with a sound up-to-date understanding of secondary education and global careers and university pathways
- Exceptional organiser and administrator with the ability to engage, include and empower colleagues
- Creative and innovative with an eye for detail and a determination to see tasks through from the beginning to the end
- Talented communicator both orally and in writing
- Able to work successfully under pressure

- Positive and proactive attitude towards participation with CPD and the College's PDR and appraisal process
- Supportive, knowledgeable and able to give guidance and leadership to Senior School teaching staff, pupils and parents
- Able to present a professional image in line with the high expectations of Brighton College
- Committed to ongoing professional development

### Duties & Responsibilities

- To develop an innovative strategic view (Years 12-13), within the context of Brighton College's aims and policies, which guides the policies, plans, targets and practices of careers and university guidance at Brighton College
- To develop a strategic view (Years 7-11), within the context of Brighton College's aims and policies, which guides the policies, plans, targets and practices of careers guidance at Brighton College
- To provide advice and expertise to pupils and subject leaders about UCAS, and HE applications to US, UAE and other international university application programmes
- To be responsible for coordinating all aspects of university

application administration, including managing a two-year schedule for university applications

- To maintain an up-to-date knowledge and understanding of Equivalency and advise parents, pupils and the Senior Leadership Team
- To be responsible with the Head of Sixth Form for the production of high quality teacher and tutor references and recommendations
- To be responsible for the selection and deployment of the College's career-related subscriptions and review of impact
- To be responsible for and innovate in coordinating careers and work experience opportunities
- To promote meaningful links with the parents, former pupils, and the school community to encourage, as and when appropriate, their involvement in careers and academic education and guidance
- To develop close working relationships with HE providers based in the US, the UK and the UAE, working with both University Admissions Officers and professional advisers for law, medicine and engineering
- To oversee the development of career focused CCAs
- To maintain and manage a library of relevant up-to-date resources
- To ensure that our pupils understand the application process for law, medicine and engineering

- To work with the pastoral team, tutors and staff delivering PSHME to build opportunities for pupils to undertake age-related career activities
- To ensure that all pupils have an up-to-date curriculum vitae and are aware of best practice in this area
- To develop pupils understanding of reflection on tier activities and ability to evaluate their impact on themselves and the world around them
- To support development of pupil personal statements through support of wider CCA participation throughout the Years 7-11 to support HE Applications
- To support the Assistant Heads of Years with the GCSE and A level options process and providing guidance where required
- To develop parent workshops linked to Careers Education
- To support and promote good links with the parents, former pupils, and the school community to encourage, as and when appropriate, their involvement in careers and academic education and guidance
- To oversee the development of academically and career-focused CCAs
- To maintain and manage a digital library of up-to-date careers resources for pupils of all ages
- To create and keep updated a careers-related noticeboard for pupils
- To promote Enterprise and Innovation related activities for pupils
- With the Marketing Officer, to ensure the promotion and communication of events and headlines relating to careers
- To be responsible with the Senior Leadership Team for the implementation of ADEK careers policy

### Elite universities & scholarships

- To identify and provide specialist support to pupils who have the potential to apply to elite universities in liaison with the Assistant Heads of Senior School
- To develop and promote the school scholars programme and support pupil progress within it
- To maintain an active overview of scholarship pupils – school scholars and those preparing to apply for external scholarships – ensuring by liaising with colleagues that the conditions of their recognition are continually met and potential fulfilled
- To build strong relationships with universities, colleges and Admissions tutors to understand what they are looking for in prospective candidates
- To develop strategy for further enhancing pupil identification with elite opportunities including actively identifying university scholarships for which BCAD pupils are eligible

### Alumni, local and global community

- To engage the BCAD Alumni network liaising with BCIS and BCUK as appropriate
- To facilitate, support and promote the activities of the Alumni both in the UAE and globally
- Identify opportunities to engage Alumni and develop their ongoing connection with the College, their alma mater
- To identify and facilitate opportunities to inform current college parents in all three school about the future workplace and application processes
- To identify and facilitate opportunities to engage parents in sharing their own career stories to help pupils develop their own line of sight into their futures
- To support Heads of Department in identifying areas of real-life subject application

- To maximise communication and promotion of careers guidance

### Educational administration

- To contribute to the overall development of Brighton College with specific activities, such as careers fair and a programme of talks and lectures spanning a wide breadth of subject foci, that encourage pupils to maintain high aspirations for themselves
- To identify appropriate resources for the development of this area and ensure that they are used efficiently, effectively and safely
- To maintain and develop a varied (all mediums) and up-to-date supply of information for careers appropriate to the needs of the College, that is freely available to members of Year 7 and above
- To disseminate information supplied by professional bodies etc, relevant to individual departments, subject areas and colleagues
- To undertake other tasks relevant to the work of Senior School or the needs of the College, as these may arise

### Leadership Responsibilities

- To maintain regular contact with and flow of information to the Assistant Heads, Deputy Heads and Head of School on any matter concerning the welfare of any individual pupil
- To work with any appropriate member of staff to help any pupil who needs care or advice regarding careers issues or applications
- To attend all relevant meetings in College and any relevant external courses



# Person Specification

Brighton College Abu Dhabi is an exciting place to work, and it is our staff who will make our community such a vibrant and stimulating environment.

The success of Brighton College Abu Dhabi will be due to excellent and innovative staff. Above all, therefore, we are looking for individuals who foster a passion for high level customer service and who demonstrate an ability and genuine desire to develop a premium school.

## EXPERIENCE

Many staff joining our school have a proven track record in their previous roles.

More importantly, in the application process, we will look for candidates who demonstrate the ability to thrive within an environment that staff describe as both invigorating and refreshing. The ability to support the ambition, values and breadth of College life.

The successful candidate for this challenging and rewarding position will have at least 2 years' experience in a similar role, with a Bachelor's degree in Education or any related field, Masters' degree in counselling or a related subject (ADEK initial training is required for those without prior experience).

## PERSONAL ATTRIBUTES

Successful candidates will be self-reliant, resilient and adaptable.

Beyond this, candidates should have a strong record of professional development.

They must be able to demonstrate a genuine interest in premium education.

We will look for evidence of the capacity to contribute to the broader life of the College.

# The application process

All applications must consist of the following completed documents (saved as PDF):

1. Letter of application (maximum one page) addressed to Dr. Jennifer Walters, Head of Senior School
2. Fully completed teacher application form (available on website)
3. CV (maximum 3 sides)

Further information can be requested from Ms Twinky Posa, (PA to Head of Senior School) [SeniorPA@Brightoncollege.ae](mailto:SeniorPA@Brightoncollege.ae)

*Please note:*

Incomplete applications will not be considered and Brighton College Abu Dhabi reserves the right to interview and offer to a strong candidate prior to the closing date. It is strongly recommended that submit their applications as soon as possible.



## Remuneration

Brighton College Abu Dhabi offers a competitive remuneration package which include an attractive tax-free salary and:

- Company-provided accommodation
- School fee remission
- Private medical insurance for the post holder and his/her dependants.

All of the above in-line with specific school policies.

## Safeguarding and equal opportunities

All Brighton Colleges Abu Dhabi is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Any offer of employment will be subject to the successful completion of pre-employment checks, including an enhanced police

check, the receipt of satisfactory references, the College's pre-employment medical questionnaire, relevant original ID documentation and examination certificates.

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 which promotes equality of opportunity.