

Join us:

Prep School Librarian (UAE National Preferred)



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 College 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.

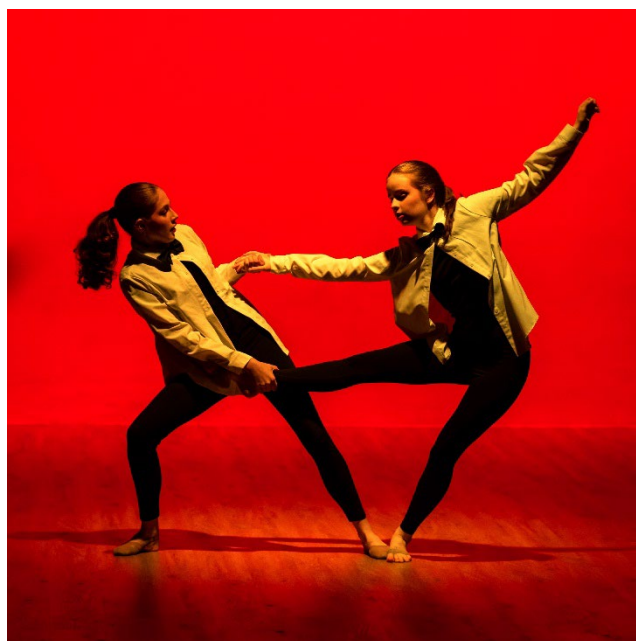


Our approach to education is regularly celebrated. In addition to being named '**UK School of the Decade**' by *The Sunday Times*, Brighton College have also been named '**School of the Year**' twice by the same publication; *The Week* named them '**Most forward-thinking school**' in 2017 and 2019, '**Best 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** from 2021 to 2024. 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**' and '**Independent School of the Year for Student Wellbeing**' in the Independent School Parent awards.

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



6,700+
pupils in our schools



25+ NUMBER OF COUNTRIES WHERE OLD BRIGHTONIANS ATTEND UNIVERSITY



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 Musuem



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 creditability to the idea.





Brighton College Abu Dhabi is looking to appoint a Prep School Librarian (UAE preferred)

About the Role Librarian (Prep School)

The Prep School Library provides for the educational, cultural and recreational needs of the school community. The Librarian is responsible for the day to day operation of the Library and for providing an effective information service to students and staff. The Librarian should promote the Library so that users are aware of all services on offer. The Library should maintain an atmosphere that is welcoming and conducive to study.

Responsibilities of Position

- Coordinate education provision for all children on the inclusion register and those requiring additional academic support or enrichment in the Prep School
- Ensure the effective operation of the lending service
- Provide an enquiry service to students and staff
- Select, catalogue, classify and process all acquisitions
- Maintain discipline within the Library to ensure an atmosphere conducive to study
- Maintain the computer catalogue
- Optimise the use of ICT in the Library
- Promote the Library throughout the College
- Produce literature to aid Library use and encourage students in recreational reading
- Work with academic staff to develop a programme of activities in the Library both within and outside of the school day
- Liaise with Heads of Departments to ensure stock provision meets curriculum needs
- Instruct students in the skills required to make full use of the Library both in structure lesson time and informally, on a day to day basis
- Assist staff in choosing learning materials appropriate to the whole range of courses and for their professional and personal reading
- Take responsibility for the review and update of policy pertaining to the Library and its use
- Be responsible for submission and management of the annual budget and Library orders in conjunction with relevant stakeholders (Prep School, Pre-Prep and Senior Librarian), ensuring that purchases are prioritised in-line with the Library Policy
- Produce and maintain the annual Library handbook
- Review the Library Health and Safety report and update when necessary
- Provide statistics and information for the annual report to the Headmaster and Governors as required
- Work with the reading lead and parent readers.

- Attend meetings as required by the Head of Prep School
- Undertake a bi-annual stocktake and liaise with the Procurement department to ensure asset registers are kept up to date
- Communicate with local book vendors and arrange book fairs for the whole school
- Provide guidance, strategies, and support to parents, teachers, and support staff in understanding and applying optimal approaches in supporting pupils
- To be an ambassador of the College at all times, in school and the United Arab Emirates
- To attend all meetings and INSET as required
- 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 Polices; 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 always
- To be aware of and act upon all policies regarding the safeguarding of children
- To promote pride in the College among the pupil body through high standards of dress, behaviour and commitment
- To ensure that all communication is acted upon appropriately and in a timely manner.



Person Specification

Brighton College Abu Dhabi is an exciting place to work, and it is our staff who 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 demonstrates 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.

QUALIFICATIONS

- Bachelor's degree is required
- Essential qualities will include the ability to work collaboratively and to present to parents, pupils and colleagues a warm, engaging and approachable personality
- The successful candidate will have a Library qualification and experience in Librarianship
- Computer literate in Word, Excel, databases and library management software
- Ability to work on own initiative and develop a programme of activities to encourage Library use
- A distinguished record of organisational skills to run the Library.
- A strong record of professional development
- Enthusiasm
- Excellent people-management skills.

The Application Process

All applicants should send an up-to-date CV (saved as PDF) to hr@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 applicants submit the applications as soon as possible.



Remuneration

To be agreed according to the College salary scale and experience of the successful applicant.

Safeguarding

and equal opportunities

Brighton College 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. Online searches may be done for prospective candidates as per our safer recruitment policy. 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.