



BRIGHTON COLLEGE ABU DHABI

JOB DESCRIPTION HEAD OF PREP SCHOOL

Responsible for: The overall running of the Prep School, currently Years 3 - 8. 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 – 8, working with the Prep School Senior Leadership Team.
- To be responsible for the academic progress and welfare of pupils in Years 3 – 8 including discipline of pupils.
- To develop, in conjunction with the Prep School SLT and Heads of Department, 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 the Performance Management and appraisal system.
- 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 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 SMT and regular meetings of Heads of Departments and the Pastoral team.
- To work closely with the Head of Pre-Prep and Head of Senior School (Deputy Head Master) 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 SMT 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 the Business Operations Manager 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 Brighton College Newsletter 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.

APPLICATIONS

Applications should be addressed to Simon Corns, Head Master, Brighton College Abu Dhabi.

Letters of application, a full CV and a completed application form including the names, email addresses and telephone numbers of two referees, one of which should be your current Head Teacher, should be attached to your online TES application.

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

Deadline for applications is Monday, 12th of February, 2018.

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.