



BRIGHTON COLLEGE

DUBAI

2,000 pupils aged 3 to 18

DEPUTY HEAD ACADEMIC

Required for April 2018

BRIGHTON COLLEGE DUBAI

Brighton College, the UK's top co-educational school, will open its fourth sister school in Dubai in September 2018, following in the footsteps of Brighton College Abu Dhabi (2011), Brighton College Al Ain (2013) and Brighton College Bangkok (2016).

Brighton College Dubai will eventually educate 2,000 pupils across the 3 to 18 age range on a striking new campus in the centre of Dubai, one of the world's most innovative and exciting cities. It will offer its pupils a world-class British education in a co-educational setting, leading to IGCSE and A-level studies, and entry to the world's leading universities.

Brighton College Dubai will be comprised of a Preparatory School (for pupils aged 3 to 11) and a Senior School (11-18). It is led by Marco Longmore, founding Head Master who has joined the College in September 2017.

The Head Master is seeking to appoint a Deputy Head Academic to oversee the College's academic programme and to manage its day-to-day operations. The successful candidate will be a highly-qualified teacher who is currently a serving Assistant or Deputy Head in a successful secondary school or someone with experience of successfully leading an academic department. S/he will have made a demonstrable academic impact at his or her current school and have the capacity to help ensure that Brighton College Dubai's first cohort of pupils can achieve more than they ever thought possible. This is a substantial role for an inspirational educationalist excited by the prospect of founding this exceptional new school.

This is an exciting time to join the Brighton College family of schools as it continues to develop its profile in the Gulf region and beyond. The successful candidate will teach a reduced timetable.

www.brightoncollegedubai.ae

DEPUTY HEAD ACADEMIC

The Deputy Head Academic will be responsible to the Head Master for the day-to-day operation of the whole College (3-18) and for the academic life of the Senior School. S/he will report directly to the Head Master. S/he will play a major role in formulating and delivering the College's medium and long-term strategy as part of its Senior Management Team, and will work closely with the Head Master, the Head of Preparatory School and other SMT colleagues to ensure the smooth running of the College. S/he will deputise for the Head Master as required.

This is a senior professional position and, in common with other such positions, cannot be precisely defined. The Deputy Head Academic's broad areas of specific responsibility are listed below.

Whole College

- To be responsible to the Head Master for the College's compliance, inspection and accreditation processes, its improvement plan, policies and procedures
- The College's academic programme
- The College's curriculum and academic policy, and its pupil assessment, data and reporting systems
- With the Head of Preparatory School, the recruitment, appointment, induction, mentoring, development and appraisal of all teaching staff
- The production of the College timetable
- Teaching staff absence and cover
- Open Mornings/Evenings
- Annual budgeting process
- The College Calendar
- To keep abreast of educational initiatives, reform and policy within the Brighton College family of schools and more generally within British education
- Assist the Head Master in the process of development of the Whole School Development Plan, including the process of Audit (self-evaluation), Priorities and Action Plan.
- As agreed with the Headmaster, produce appropriate summaries and papers for the Board of Directors appropriate for the responsibilities of the remit.

Senior School (11-18)

- The academic progress of Senior School pupils
- Line-manage the heads of Senior School academic departments, establishing and developing departmental self-review so as to ensure excellent progress in standards of teaching and learning
- Advise the Head Master as to appropriate methods for performance review and value added in respect of subject performance and teaching sets, communicating this clearly with academic departments.

- To chair meetings of the Heads of Department and other such meetings as may be required
- To oversee public examinations
- Oversee the system of pupil prizes and rewards and ensure regular communication of pupil achievement to parents.

It is also expected that responsibilities will evolve over time, given the particular strengths and interests of the successful candidate. The list is not exclusive and the Deputy Head Academic is expected to take on other appropriate tasks as they arise.

PERSON SPECIFICATION

Qualifications and Experience

- A good degree from a leading University
- Qualified Teacher Status (QTS) and at least three years' experience of successful teaching to (I)GCSE, A-level and Oxbridge Entry level, preferably with experience of leading an academic department in a senior school
- A passionate enthusiasm for their subject
- Familiarity with recent educational best practice in the UK
- Experience of teaching in a British-curriculum school
- Recruitment of Senior School pupils
- Parent body liaison with current and prospective groups

Knowledge and Skills

- An understanding of the expectations of working in a British independent school in the Middle East
- An excellent communicator
- Knowledge of intervention strategies to develop the academic achievements of pupils
- A team player with impressive interpersonal skills
- Highly numerate
- A strategic thinker who can solve problems and shape and deliver change
- An ability to contribute to the co-curricular life of the College
- Excellent IT skills

Personal Qualities

- Integrity and reliability
- An appetite for hard work
- Approachability, resilience and steeliness
- Ability to lead a team and to work as part of one
- A creative problem-solver, willing to explore different approaches

- Excellent personal organisation
- Compassionate and caring
- A passion to play a leading role in founding a new school characterised by excellence

REMUNERATION

- A competitive tax-free salary
- Accommodation allowance
- School fees remission for the children of married couples for up to 2 children, subject to the usual standards and procedures for admission
- Medical insurance for the post holder (if a married couple, for spouse and up to 3 children)
- Annual return flights to the home country (if a married couple, for spouse and up to 2 children)

All of the above will be in line with the College's specific HR policies.

PROMOTING AND SAFEGUARING THE WELFARE OF CHILDREN

The post holder will be responsible for promoting and safeguarding the welfare of children and young people for whom s/he is responsible, or with whom s/he comes into contact, and s/he will be required at all times to adhere to the College's Child Protection Policy. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the College's nominated Designated Safeguarding Lead.

SCOPE OF JOB DESCRIPTION

This job description is not to be regarded as exclusive or exhaustive and does not form part of a contract of employment. It is an outline of the areas of activity and responsibility of this role, and may be amended from time to time in the light of the changing needs of the school.

HOW TO APPLY

Candidates wishing to apply for this post are invited to do so using TES online. Please complete the downloadable Application Form and attach a full CV naming two referees, one of whom must be your current or most recent employer.

In addition, please provide a Letter addressed to the Head Master, Mr Marco Longmore, outlining why you think you are suited to this post. You may use the Supporting Statement section of the TES website for this.

Please state clearly in your letter and in the Application Form your subject area, and outline any subsidiary subjects you can offer, together with details of your co-curricular strengths.

The successful candidate will be required to provide original documentation, including proof of identity and educational/professional certificates.

Please note that incomplete applications will not be considered and that Brighton College Dubai reserves the right to make an appointment at any stage of the recruitment process.

INTERVIEWS

Interviews are likely to take place in October/November 2017.

Brighton College Dubai is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Please note that should your application be successful a police check will be undertaken in the country of origin; in the UK, a disclosure will be requested from the UK's Disclosure and Barring Service.