

DEPUTY HEAD OF PRE-PREP SCHOOL

AUGUST 2021



PRINCIPAL'S WELCOME

I am delighted to introduce you not just to Cranleigh Abu Dhabi but to a whole new world of opportunity in terms of an outstanding British education in a truly international setting.

At Cranleigh Abu Dhabi, our cultural diversity forces a deep appreciation of the fast pace of change that characterises our world. We know the importance of teaching children the necessary skills which will enable them to engage actively within our multi-cultural society.

Our vision for Cranleigh Abu Dhabi is ambitious and proudly so. What we are offering is an inclusive and well-rounded programme that will lay the most robust foundations on which children will build the rest of their lives.

Backed by a talented team of staff and a custom-built school, we offer an exceptional learning and teaching environment. We encourage the development of children's self-esteem, their confidence in themselves and their own abilities, and the independence that will enable them to unfold their

imaginations and learn from successes and mistakes alike.

As we mature, we know the importance of reflecting, reviewing and looking for ways to improve. It is these attributes of reflection and continuous improvement that we look for and encourage in our staff. It is an exciting time to be joining us, and I look forward to meeting you.

Best wishes,
Michael Wilson



AN INTRODUCTION TO CRANLEIGH ABU DHABI

About Cranleigh

Cranleigh Abu Dhabi seeks to provide a truly transforming experience in which intellectual, artistic, sporting, spiritual and social development is at the heart.

Based on the community and family-oriented ethos of Cranleigh School, one of England's leading independent schools founded in 1865, Cranleigh Abu Dhabi was opened on Saadiyat Island in September 2014.

Now in our sixth year with a pupil population of over 1,480 spanning Nursery FS1 to Year 13, we are seeing the benefits of our focus on the whole child with a 22% increase in the top GCSE grades 7-9 compared to the previous year. 79% of our GCSE grades this year were grade 7-9, the top result in Abu Dhabi. Two pupils gained top iGCSE results in the world in Arabic and Italian in 2019. Half of the 2020 A-level results were graded A*/A. This comes on the back of the prestigious accolade of International School of the Year 2019 in the Tes Independent Schools Awards. We were also awarded the UAE's Schools Compared, Best School for Drama and Creative Arts and the Red Crescent Charity, School of the Year.

Education Philosophy

Through our supportive family atmosphere, we aim to produce grounded young men and women capable of tackling life's challenges with confidence, determination and courage. Our educational philosophy centres on a desire to bring out the unique talents of each child, recognising and nurturing the innate ability in every individual.

Teaching and Learning

Teaching and learning at Cranleigh Abu Dhabi is innovative. The academic team is expected to be energetic and engaging, able to introduce fresh creative ideas into every lesson.

Sixth Form Programme

Our focus on innovation is clearly evidenced in our Sixth Form Programme. Sixth Formers at Cranleigh Abu Dhabi are taught using both traditional and Harkness style methods and study the Extended Project Qualification alongside A Levels. Creative opportunities for leadership development, career planning and work experience ensure students gain the insight, confidence and skills required to support their university applications, and ultimately their future lives in the workplace.

Location

Cranleigh Abu Dhabi sits at the entrance to Saadiyat's emerging Cultural District in keeping with the school's motto, 'Ex Cultu Robur' – 'From Culture Comes Strength'. Built over seven hectares, we have a beautiful, bespoke campus situated within minutes of New York University Abu Dhabi and the magnificent Saadiyat Beach, as well as the extraordinary Louvre Abu Dhabi. In addition to the broad academic curriculum, our daily routine offers a wealth of opportunities that allow pupils to explore their full range of talents in fine arts, performing arts, music, sport and other activities such as gymnastics, golf, horse riding and debating to name but a few. Visit our website and FaceBook page for an even better insight of day-to-day life at Cranleigh Abu Dhabi.

School Facts:

Number of students: Approx. 1,490

Nationality of students:
Over 73 nationalities

Number of teachers: Approx. 150

Nationality of teachers:

Mainly British but also Irish, South African, Jordanian, French, Spanish, Canadian, Kenyan, Australian. All with extensive experience with the British curriculum in British schools.

Curriculum: British curriculum

Grades: Cranleigh FS1 Nursery – Year 13 (Pre-Prep, Prep and Senior School)

Co-Curricular Activities:

Cranleigh Abu Dhabi offers a wide array of Co-Curricular Activities, approximately 350 last academic year. These range from a large variety of sports, performing arts, visual arts, coding and robotics, baking, language clubs, chess club, Arabic calligraphy to name a few.

Languages: Arabic, French, Spanish and Latin.



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The Vacancy

We are seeking to appoint a Deputy Head of Pre-Prep School to support the Head of Pre-Prep in the day to day running of a busy and highly successful school.

It is an exciting role for both an experienced Senior Leader or a talented, ambitious Head of Year/ Middle Leader of an established school.

The role will commence in August 2021.

The closing date for applications is 21st January with online interviews beginning the last week in January. The school reserves the right to conduct a second round of interviews depending on the number of candidates shortlisted for initial interview.

Person Specifications (minimum):

- Bachelor's Degree in the related subject with a PGCE OR a Bachelors in Education with extensive teaching experience.
- To have worked as a Senior or Middle Leader in a Pre-Prep school.
- Experience of teaching the UK National Curriculum, preferably in an independent school but not essential.
- Proven track record of excellence in an education setting.
- Be able to provide a relevant and up to date police check.

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Job Description

This job description is a fluid document, and the list of responsibilities should not necessarily be seen as absolute. The post holder may be expected to carry out additional tasks that are reasonably deemed appropriate and, in a new and growing school, the job is likely to evolve.

Overview

The role of the Deputy Head is to provide professional leadership, including ADEK compliance, and to ensure the school delivers the highest standards of care and education for all the children in the Pre-Prep. The Deputy Head will be a key member of the Pre-Prep Senior Management Team.

The Deputy Head supports the Head of Pre-Prep in the formulation of the strategic and school development plans, marketing strategies, or significant curriculum or organisational change and recruitment.

- Forming good working relationship with the Teaching staff and their own Senior Management Team is essential to the smooth running and development of the school.
- The Deputy Head will be expected to engage in continuing professional development in order to meet the present and future challenges of the role, and to undertake the process of performance management.
- The Deputy Head is accountable to the Head of Pre-Prep.

Specific to the role:

Learning and Teaching

- To encourage learning to be at the core of all activities related to the school.
- To help the Head of Pre-Prep determine, implement and monitor appropriate academic, pastoral, moral curricula for the Pre-Prep School.
- To monitor and evaluate the quality of learning and teaching in the Pre-Prep School, and to put in place appropriate initiatives.
- To ensure that the progress of individual pupils is assessed, recorded, reported and supported.
- To ensure that the framework for staff appraisal is conducted in a rigorous manner.

- To encourage all staff to engage in continued professional development to benefit their own learning and to support pupils' development.
- The Deputy Head may be required to teach a small timetable to enable him/ her to 'take the temperature' of the teaching and learning in the Pre-Prep School.

People

- To promote the development of an adventurous, supportive, nurturing and forward looking environment and to maintain and develop the strong sense of community within the Pre-Prep School.
- To act as a role model for pupils, appreciating their efforts and supporting their extracurricular activities such as clubs, plays, theme days and concerts.
- To inspire, motivate, counsel and, where necessary, to discipline pupils and staff as appropriate.
- To pay an active role in appointing staff who will enrich the pupils' experience through inspirational teaching and a commitment to extracurricular activity.
- To support and develop the Middle Leadership Team
- To ensure that proper standards of professional performance are established and maintained.
- To promote, supervise, monitor and review arrangements for the professional development of academic and pastoral staff, including performance management.
- To ensure the pastoral care for pupils is of the highest quality through a focus on the well-being of every child.
- To ensure the maintenance of good conduct at all times when pupils are in the care of the school.

Policies/Procedures/Planning

- To help formulate, develop and review the overall aims and values of the school.
- To implement and then monitor the effectiveness of policies and procedures intended to achieve these aims and values.
- To ensure that the Pre-Prep School complies with all statutory and regulatory requirements.
- To prepare class lists with the staff in liaison with the Parental Body.

- To monitor and oversee the ordering, maintaining and updating of resources within the Pre-Prep.
- To ensure the use of best practice in record-keeping including the use of the iSAMS database.
- To work alongside the Head of Pre-Prep to prepare the school and help lead it through inspections.
- To liaise with colleagues to create the Pre-Prep calendar and sit on the Operations Vertical team.

School Development and Promotion

- To help promote a clear sense of vision, direction and intended outcomes in leading and managing the process of both strategic and school development planning.
- To establish effective structures for the smooth running of the Pre-Prep School, ensuring that responsibilities are clear but not exclusive.
- To help implement and review procedures for the promotion and marketing of the school, encouraging the involvement of the whole staff.
- To assist with recruiting, selecting, admitting and retaining pupils, seeking to maintain and develop the academic standing of the school, and to increase and sustain a strong pupil base.
- To develop and sustain good relationships with feeder nurseries, and to explore positively further co operation for mutual benefit.

Communications

- To establish, maintain and monitor excellent communication throughout the school community, internally and externally.
- To build relationships with parents and to ensure excellent communication between the school and the parent body, both individually and collectively.
- To maintain and further develop good relationships and communication within and beyond the school community in order to promote an understanding of and support for the aims, values and performance of the Pre-Prep School.
- To develop and maintain contacts with other Deputy Heads and their schools, professional associations and other appropriate bodies, for the benefit of the school.

Resources

- To work alongside the Head of Pre-Prep to plan, manage, allocate and account for the human, financial and material resources of the Pre-Prep School.
- Have overview of the resources required to deliver the Pre-Prep curriculum from year to year.
- Assist with the school CACHE Centre.

Health and Safety

- To ensure jointly with the Health and Safety Committee that the School Health and Safety Policy is promulgated and properly administered.
- To ensure the Safeguarding Policy is promulgated and properly administered, including Safer Recruitment and other staff training, and that safeguarding arrangements are subject to constant review and evaluation.
- To monitor and administer the school attendance (and medical) register.

Accountability

- The Deputy Head will report directly to the Head of the Pre-Prep School.
- The Deputy Head will undertake appraisal every two years.

This job description will be reviewed every two years and may be subject to amendment at any time, after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations in relation to the post holder's professional responsibilities and duties.

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Staff Benefits

'Competitive terms of employment and excellent working conditions'

Salary

Cranleigh Abu Dhabi has its own generous tax free salary scale. Salaries are dependent on relevant qualifications and experience for the post. The Board of Trustees review salary scales annually in to ensure that they remain competitive. Staff will contribute fully to the co-curricular and pastoral life of the School and this is reflected in the salary offered. A strong commitment to the pastoral and house system is also anticipated.

Accommodation

Fully furnished and unfurnished accommodation is available for those on full international packages.

Relocation

New staff will be flown into the country at the expense of Cranleigh Abu Dhabi. New staff on full international contracts will also be provided with a settling-in allowance.

Medical Insurance

This insurance covers individuals and families (only applicable to those on married contracts).

Annual Air Fare

Flight allowance is given to individuals and dependants where applicable.

School Fees

100% payment of children's school fees up to 2.5 dependants.

Gratuity

Paid in accordance to UAE labour law.

School Lunch

Free school lunch during term time.

Wellbeing Programme

This includes free massages, social sport, talks and much much more.

Discounts

Discounted membership and rates at cultural attractions, F&B outlets, gyms, spas and other leisure facilities etc.



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Application Process

We invite interested candidates to apply as soon as possible on the [website](#). We welcome applications from all parts of our community as we aspire to attract staff that matches the social and cultural diversity of our student intake. **Please ensure your application includes an appropriate cover letter discussing your suitability for the role.** Applications that are submitted with a generic or no cover letter will not be considered.

Pre-employment Checks

All appointments will be subject to two satisfactory references (which may be taken prior to interview and one must be your current school principal), Disclosure check by the Disclosure and Barring Service and medical fitness for the role and/or a local police check. Where applicable, overseas police checks and prohibition from teaching and management checks will also be completed. All checks must be completed before employment can commence at the School.

Safeguarding and Child Protection

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British Nationals are eligible to work in this country. Therefore, any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UAE. It is also normal practice for the School to ask for original qualifications to be presented at interview, as detailed on their application. Photocopies or certified copies will not be accepted.

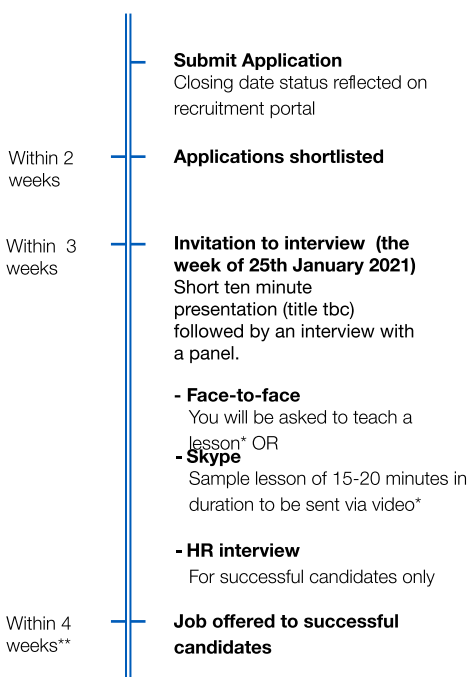
Cranleigh Abu Dhabi is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. An enhanced DBS check is required for all successful candidates.

Attestation

Upon successful recruitment for the post all qualifications will be required to be attested at the cost of the employee.



Application Timeline



*Feedback on request.

**Timeline dependent on size of candidate field. Larger candidate fields will require a longer timeline.



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