

# BRIGHTON COLLEGE DUBAI

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Admissions Officer

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THE SUNDAY TIMES



# About Brighton College

## The Brighton College Family of Schools

Brighton College was one of the first UK independent schools to take its distinctive approach to education to markets beyond the UK. From the outset of this international development in 2011, when Brighton College Abu Dhabi opened, our driving ambition has been to ensure each new addition to our family of schools is recognisably a Brighton College school. The Brighton College International (BCI) group now has schools in: Abu Dhabi (2011), Al Ain (2013), Bangkok (2016), Dubai (2018), Singapore (2020), London (2023) and Hanoi (2023).

## Brighton College UK

Brighton College – awarded the title of ‘School of the Decade’ by the Sunday Times – is consistently recognised as the UK’s leading coeducational independent school. Academic results place Brighton College in the top 10 schools in England. In addition to the ‘School of the Decade’ award in 2020, Brighton College has achieved numerous other recent accolades, such as: Most Forward-Looking School in Britain (The Week); Top School in Britain for STEM Subjects (The Week); Best Sixth Form in Britain (The Week); and Best 125 Private Schools Across the Globe (Carfax Education).





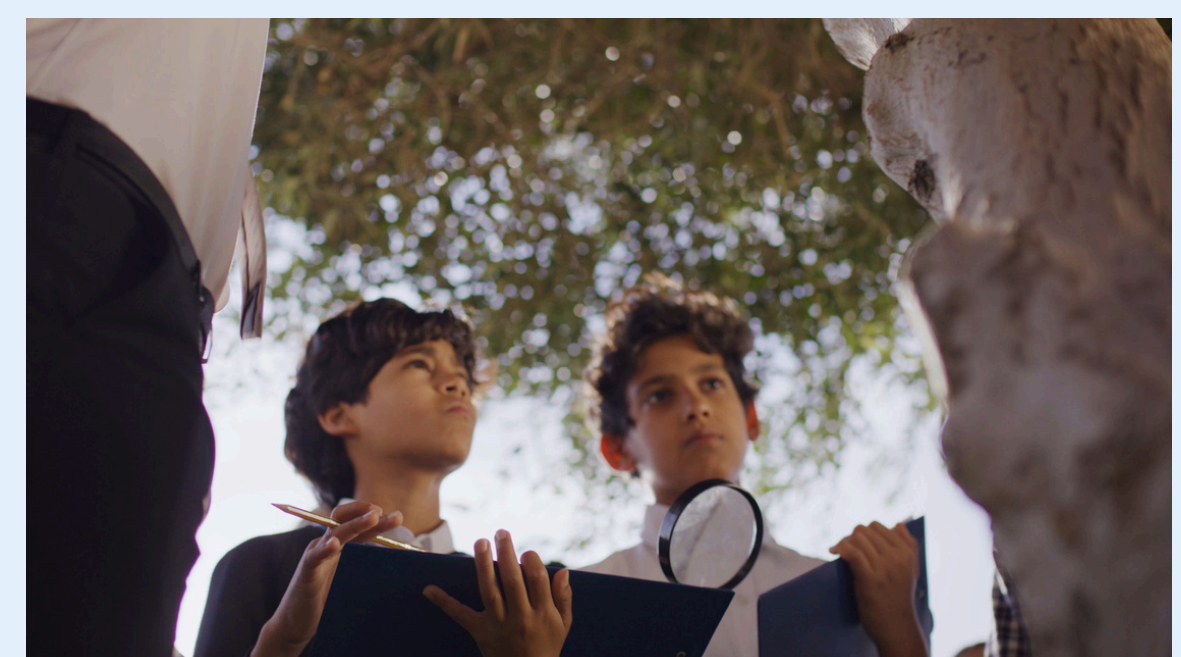
## About Brighton College International (BCI)

Brighton College International (BCI) has put in place the structure, resources and expertise to ensure that the Brighton DNA prevails in all Brighton schools. Brighton College's Principal and Group CEO, Richard Cairns, is actively engaged in the work of the international schools, and a team of talented colleagues in BCI provide support across curriculum, admissions, operations, marketing and innovation. The Heads in our family of schools receive support from and regular communication with the BCI team, whilst being given the autonomy to lead their schools and ensure their school works most effectively in its local context. All Brighton College Heads are invited to the annual Brighton College Heads' Conference as part of their professional development and to share good practice in leadership across the group. In addition to the quality assurance visits by Brighton College UK, there are also numerous instances of further collaboration within our family of schools. These include professional development for teachers, pupil collaboration, shared webinars and guest speakers across the group. Alumni from every school are part of the Brighton College Connect network, with several thousand members.

## Curiosity, Confidence and Kindness

Every Brighton College school is a happy place, with a warm, inclusive and respectful community. All Brighton schools promote curiosity and a love of learning from Nursery, right through to our leavers at age 18, which is one of the reasons why Brighton College pupils do so well in examinations and go on to many of the world's top universities. Academic interest on its own is not enough though, and results, excellent as they are, do not tell you much about the richness of a Brighton education. Meeting our pupils does; all visitors comment on their confidence and politeness.

This confidence – the right sort of confidence – arises from their being encouraged to participate in lessons, the co-curriculum and also the community beyond the school gate, in which they learn to collaborate and show each other mutual respect and kindness. We always stress the importance of kindness, and encourage pupils to actively seek opportunities to demonstrate their commitment to this vital quality. With each Brighton College International school embracing the educational values, distinctive character and high standards of Brighton College UK, the Brighton DNA is evident throughout the exceptional family of schools.





# #10 reasons to live in Dubai



Nicknamed ‘the city of Gold’ because of its stunning growth from a sleepy port to a global business hub in a mere generation, Dubai is an exciting city in the Arabian Gulf, located at the gateway of to Europe, Africa and the Asia-Pacific region. There are a million reasons to live in Dubai, here are just a few:

## DUBAI'S LIFESTYLE

The standard of life is high in Dubai, 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

## SAFETY

Dubai is a leader in world rankings for the 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.

## 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!

## ALL YEAR SUN

Bid farewell to the rain and grey – Dubai 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, mountain climbing to exploring market souks.

## 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.



## BOOMING REAL ESTATE

Dubai real estate industry is thriving. Residents and visitors can easily rent or buy properties that fit their requirements and price range. Weather you choose the glittering, yacht lined location of Marina, the slick, sophisticated streets of Business Bay or the leafy, suburban areas like Remraam and Townsquare, Dubai has it all.

## INTERNATIONAL DINING

For foodies, Dubai is a gold-mine, as the city offers an abundance of eateries for all tastes. From indulgent fine dining like the aquarium based ‘Nathan Outlaw at Al Mahara’ in the Burj Al Arab, to authentic street food style of Bu Qtair seafood restaurant, where for a snip of the cost, seafood and fish are cooked fresh as can be from the adjacent market.

## TRAVEL

Dubai is the perfect ‘hub’ for travel, offering inexpensive and accessible adventures to much of Asia, Europe and Africa. Its favorable geographical location makes the city one of the best places in the world for tourism. Dubai has multiple daily direct flights to all major UK cities.

## ARCHITECTURE

The Government of Dubai invests huge amounts of money to progress the city’s economy, resulting in a breathtaking city scape from infamous Burj Khalifa, to the ‘most beautiful building in the world’ – the Museum of the Future.

## NEVER A DULL MOMENT

Dubai is sometimes described as a “playground for adults, and the range of experiences and opportunities available here lend credibility to the idea. You can start the morning in a hot air balloon over the desert, enjoy an abundant brunch at a luxury hotel, stroll around malls which feature aquariums, ski slopes mid-afternoon, set sail in a yacht as the sun goes down, and end the evening at any number of venues for dining, music and entertainment. An added benefit for teachers is the 2.5-day weekend, with all Dubai schools closing at 12 noon on Fridays.



# Brighton College DUBAI

## About the school

Brighton College Dubai is proud to be a First Place Winner in the Education Category at the prestigious Emirates Labour Market Award 2024 and a Diamond-Classified Company in UAE MOHRE, showcasing our unwavering commitment to excellence, inclusivity, and employee best practices. Brighton College Dubai has also been shortlisted as Best British International School in the World and named Best New School in the UAE 2018 - 2023 by Which School Advisor and Schools Compared.

### PRE-PREP AND PREPARATORY

Brighton College Dubai provides an exceptional education for children from FS1 to Year 6, blending academic excellence with a nurturing, world-class learning environment. Here, children are inspired to achieve their best in academics, arts, and sports, while developing strong character and a lifelong love of learning.

Our enriching curriculum balances academic achievement with creativity, offering a warm, supportive atmosphere where every child is celebrated and valued. With state-of-the-art facilities, specialist teaching, and outstanding resources, Brighton College Dubai ensures every child thrives, exploring their full potential across all areas of their development.

### SENIOR AND SIXTH FORM

At Brighton College Dubai, the Senior and Sixth Form journey provides a seamless transition from broad, exploratory learning to academic specialisation, fostering intellectual curiosity and lifelong learning. In the Senior School (Years 7–11), pupils enjoy a well-rounded education that balances traditional and innovative teaching approaches. Creative arts, humanities, and core academic disciplines are delivered through engaging courses like the unique 'Story of Our Land' program, which integrates UAE history into a rich exploration of historical, geographical, and philosophical themes. Pupils also benefit from a robust GCSE curriculum that emphasizes critical thinking, independence, and preparation for A-level studies.

The Sixth Form (Years 12–13) offers pupils the opportunity to focus on their passions, choosing three or four A-levels and/or BTEC from a wide range of subjects. With personalised guidance, pupils gain the skills, knowledge, and specialisation needed for success in university and beyond.

Brighton College Dubai's Senior and Sixth Form provides an exceptional educational experience, preparing pupils for a bright future.





# ABOUT THE ROLE

Brighton College Dubai is an exciting place to work, and it is our staff who make our community such a vibrant and stimulating environment. The academic success of our school is due to excellent, innovative and well-planned teaching. Above all, therefore, we are looking for an individual who fosters a passion for learning and who demonstrates an ability and genuine desire to develop pupils to their fullest potential.

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 inspire children, and the willingness to support the ambition, values and breadth of school life, will be of central importance. Successful candidates will be self-reliant, solution focused, resilient and adaptable.

## DUTIES & RESPONSIBILITIES

- To be an ambassador of the College at all times, in school and the United Arab Emirates.
- Manage the admissions process, including applications, tours, and enrolment.
- Maintain accurate student records and ensure regulatory compliance.
- Provide exceptional service to parents and support school enrolment goals.



## OVERVIEW

- To support the Admissions Manager in handling student applications in line with established admissions procedures, including coordinating and arranging school visits to ensure every visitor has a positive and welcoming experience at the College.
- This role involves conducting informative school tours, actively participating in open days and events, and providing front desk coverage as needed to maintain smooth operations and uphold the College's professional standards.

## PROFESSIONAL RESPONSIBILITIES

- Working in the Admissions team, admitting new and leaving students, including paperwork, phone calls, and reports.
- Organising and managing admission procedures to maintain the enrolment budget throughout the academic year.
- Ensuring students are registered as per the College Enrolment Process and governing body requirements (e.g., KHDA).
- Meeting with prospective parents to explain admission procedures, curriculum, fees, and regulations to encourage enrolment.
- Updating and managing the ISAMS database to ensure up-to-date student information is available daily.
- Supporting annual enrolment processes like re-enrolment, Parent School Contracts, and student registration within set timelines.
- Answering phone and online queries about admissions and responding courteously.
- Adhering to College policies, procedures, and codes of conduct and addressing audit items promptly.
- Creating and maintaining files for applicants, new students, current students, exiting students, and alumni, including completing exit documentation.
- Maintaining professional presentation in line with College dress guidelines.
- Collaborating with FOH staff to foster a positive team ethos.
- Performing other duties as requested by the Admissions Manager.





## SAFEGUARDING

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 ICPC.

## The application process

All applications must consist of the following:

1. TES Application must include two referees whom we can contact for reference checks. One referee must be your direct line manager from your most recent employer.
2. A supporting statement submitted via the TES application form, of approximately 750 words, addressed to Mr. Simon Crane, Head Master of Brighton College Dubai.
3. CV (maximum 2 sides) that should be sent separately to [cv@brightoncollegedubai.ae](mailto:cv@brightoncollegedubai.ae)

Please note:

Incomplete applications will not be considered, and Brighton College Dubai reserves the right to make an appointment at any stage of the recruitment process.

Due to the expected high levels of interest in positions at the school applications will be acknowledged on receipt, however only candidates selected for interview will be contacted within 21 days of the closing date for applications.

## Remuneration

- An attractive tax-free salary
- All of the above in line with specific school policies.