



BRIGHTON COLLEGE  
DUBAI

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## Head of Arabic and Islamic (Whole School)

Date of Advert: April 2021

Job Start Date: September 2021



In partnership with **bloom.**education



## **Brighton College Dubai wishes to recruit a Head of Arabic and Islamic (Whole School)**

### **Introduction**

We are currently seeking to appoint an experienced, well-qualified, and inspirational Head of Arabic and Islamic (Whole School) to join us Brighton College Dubai. The successful candidate will be given many opportunities to contribute to the life of the College both in and out of the classroom. At Brighton College Dubai it is expected that all colleagues work together in establishing Brighton College Dubai as a true leader in the Emirate of Dubai. This will be achieved through the collective efforts of an exceptional and hardworking team with the united goal of ensuring that every child reaches their potential both academically and socially, by pushing boundaries and broadening horizons.

Brighton College Dubai benefits from a strong partnership with Brighton College, the UK's top co-educational school and Sunday Times School of the Decade, and with Brighton College Abu Dhabi, Brighton College Al Ain, Brighton College Bangkok and Brighton College Singapore. The Brighton family of schools currently educates more than 4,000 pupils. Our position as a member of a group of leading academic schools creates opportunities for professional development and career progression which are seldom, if ever, matched. The three Brighton College schools in the UAE work closely together. The schools in the UAE also work closely with our partner, Bloom Holdings and its education division, Bloom Education. Brighton and Bloom have enjoyed a strong and fruitful partnership for more than a decade. The schools work closely with the CEO of Bloom Education on matters of strategy, finance, external relations, and local market conditions. The Director of Quality Assurance from Bloom Education works in partnership with the Head Master of Brighton College Dubai to support ongoing school improvement. Brighton College Dubai is regulated by the Dubai Knowledge and Human Development Authority and Bloom Education plays a vital role in supporting this relationship effectively.

Packages are competitive, with a good salary and comprehensive benefits. There is a range of support for Continuing Professional Development.

### **The College**

Brighton College, the UK's top co-educational school, opened 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 Singapore opened in August 2020.

Brighton College Dubai is comprised of a Preparatory School (for pupils aged 3 to 11) and a Senior School (11-18) and is a leading Independent-style British International School located in the United Arab Emirates. With a prime location, it will eventually educate 1,400 pupils across the 3 to 18 age range on its striking campus in the centre of Dubai, one of the world's most innovative and exciting cities. It offers 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.

A key component of Brighton's internationalisation is the importance it places upon ensuring that its sister schools are authentically interpreting its values and ethos. Each school combines academic excellence with a wealth of co-curricular opportunities, all underpinned by a deep commitment to the individual needs and enthusiasms of every child and each values the importance of the individual: every boy and girl in the Brighton family of schools is valued for his or her own sake and encouraged to develop his or her talents to the full, in a community where there are no stereotypes and where every achievement, however small, is noticed.



Brighton's success is built upon recruiting genuinely inspirational teachers and leaders who can enthuse about their subject and will help to create an exciting and vibrant intellectual environment in which children can explore their interests, develop their existing talents and acquire new ones.

Brighton College Dubai has classes from Foundations Stage 1 through to Year 11 and this year will open its Sixth Form offering a comprehensive programme of courses with the aim of being the leading British international school in the Emirate of Dubai with heavily oversubscribed applications for entry.

The College works closely with the local education regulator KHDA (Knowledge and Human Development Agency) to ensure that not only are all regulator and accreditation requirements fulfilled but will act as an example of best practice to be shared in many areas of teaching and pupil experience.

### **ESSENTIAL QUALITIES**

- The successful candidate for this challenging and rewarding position will have at least five years' experience of leadership
- Important qualities will include the ability to: think strategically, work, present to parents, engage pupils and inspire colleagues. A warm, engaging and approachable personality is essential
- The successful candidate will have a university degree and teaching qualification from a recognised academic institution.

### **JOB DESCRIPTION**

#### **HEAD OF ARABIC AND ISLAMIC (WHOLE SCHOOL)**

**Responsible for:** The overall running and leadership of the Arabic curriculum subjects (Arabic, and Islamic Studies). The Head of Arabic and Islamic is expected to manage the resources of the department and to show financial awareness in budgeting and staffing matters, in order to provide the most efficient learning opportunities for the pupils. He or she will promote a focussed, driven and purposeful atmosphere throughout the College, underpinned by a sense of order and general discipline which involves pupils and staff in fostering this ethos.

**Consulting with:** All staff

**Reporting to:** Deputy Head Academic and Head of Prep



## KEY LEADERSHIP RESPONSIBILITIES

- To develop, in conjunction with the Senior Leadership Team and Heads of Department, the curriculum and pupil achievement for Arabic-medium subjects and to ensure staff are led in such a way that outstanding standards are maintained in all areas.
- Take the lead on all calendared Arabic and Islamic cultural events and work with other key stakeholders to promote these to the whole school community and beyond.
- To evaluate the effectiveness of the planned curriculum and to ensure an appropriate system of assessment and record-keeping is maintained.
- To meet prospective new parents, and explain to them the teaching methods, available resources and facilities available for teaching Arabic and Islamic.
- To encourage parents to take an active interest, and where appropriate, involvement in the curricular and co-curricular activities run by these departments.
- To report to the Governors and attend meetings as required.
- To exercise strict control over the Arabic and Islamic budgets for the College
- To organise cover for absent staff.
- To lead on timetable design for the department in collaboration where appropriate with the relevant member of the College Leadership Team.
- To lead the administration for all Knowledge and Human Development Authority (KHDA) regulations to ensure compliance with Ministry of Education requirements, with respect to the teaching and assessment of Arabic and Islamic Studies.
- To lead in the school's consultative procedures to ensure an effective communication system and good liaison between the different departments to ensure that UAE culture and values is embedded throughout the curriculum.
- To recruit and appoint the best possible staff for the Arabic curriculum subjects in consultation with the Deputy Head Academic, Head of Prep and Head Master
- To pursue a policy of staff development within the Arabic and Islamic Studies departments, monitoring performance and encouraging attendance on appropriate courses and delegating as appropriate.



- To operate a consultative procedure to allow staff the opportunity of taking part in planning and evaluating the Arabic and Islamic Studies department performance.
- To liaise with KHDA to support equivalency, matriculation and graduation for our pupils.

## PERSON SPECIFICATION

We are looking to appoint a person who in interview and by virtue of their qualifications and experience best demonstrates that he/she:

- Is suitably qualified for the responsibilities of the post.
- Displays a commitment to the protection and safeguarding of children and young people.
- Has the ability to fulfil the responsibilities of the post with energy, enthusiasm and excellence.
- Has a clear sense of direction for the department and able to think strategically.
- Has the ability to skillfully lead, manage and motivate departmental colleagues, through direction and delegation.
- Able to delegate effectively and fairly.
- Has strong interpersonal and communication skills.
- Is prepared to take challenging decisions when required.
- Has the ability to form relationships and to motivate pupils.
- Has the ability to achieve the highest standards in:
- Teaching effectively throughout the age and ability range.
- Subject knowledge and application.
- Classroom management.
- Assessment, recording and reporting pupils' progress.
- Ability to win and maintain the trust and confidence of parents, pupils, staff and others.
- Will support colleagues and the school when either professional reputation is challenged.
- Is enthusiastic about the subject and able to inspire the same enthusiasm in others.
- Able to challenge the pupils and staff to develop their full potential.
- Encourages and allows colleagues to utilise their skills, professional judgement and strengths, and supports the development of areas less strong.
- Ensures that the highest academic standards and expectations are met.
- Has an on-going commitment to their own professional development, particularly from a classroom perspective.
- Has a commitment to learning beyond the classroom in areas such as: departmental trips, society meetings and university preparation.
- Remains up-to-date with educational and academic development within the subject.
- Is alert to opportunities to develop new teaching and learning strategies and encourages debate about good practice.
- Is flexible, creative and patient in challenging environments.
- Has a sense of humour and a sense of perspective.

## REMUNERATION

- An attractive salary
- Accommodation
- School fee remission (maximum 2 children)
- Private medical insurance for the post holder

All of the above in line with specific school policies

## HOW TO APPLY

All applications must consist of the following completed documents:

1. Letter of application (maximum one and a half sides of Garamond 12) addressed to Mr Simon Crane, Head Master of Brighton College Dubai. Please state clearly in your letter your teaching experience, together with details of your co-curricular strengths and contributions. This should be attached to your electronic application.
2. CV (maximum 4 sides) naming two referees, one of whom must be your current or most recent employer. This should be attached to your electronic application.

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.

## CLOSING DATE AND INTERVIEWS 14<sup>th</sup> May 2021

Interviews are likely to take place from 17<sup>th</sup> May 2021

*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*