



BRIGHTON COLLEGE
DUBAI

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Assistant Head (Sixth Form) (Senior School)

Date of Advert: December 2020

Job Start Date: September 2021



In partnership with **bloom.education**



Brighton College Dubai wishes to recruit an Assistant Head (Sixth Form)

Introduction

We are currently seeking to appoint an experienced, well-qualified, and inspirational Assistant Head (Sixth Form) 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.

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 next 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.

JOB DESCRIPTION

Job Description: Assistant Head (Sixth Form)

Responsible for: Brighton College is a dynamic and exciting school looking for an enthusiastic and passionate Assistant Head (Sixth Form). This is a unique opportunity to join an exceptional and hard-working team with the united goal of ensuring that every child reaches their potential both academically and socially, by pushing boundaries and broadening horizons.

Consulting with: All Staff

Reporting to: Deputy Head Academic (Senior School)

PERSON SPECIFICATION

- Essential qualities will include the ability to work independently and collaboratively as part of a team and to present to parents, pupils and colleagues a warm, engaging and approachable personality. Reliable and respectful at all times.
- The successful candidate will have a university degree and teaching qualification from a recognised academic institution.
- The successful candidate will hold subject and professional qualifications that are acceptable to the KHDA to teach in the subject area.
- A distinguished record of teaching and leading, flexible and adaptable to the varied demands of working in a premier school, showing the capacity for creativity and innovation across and beyond the curriculum.
- A strong record of professional development and able to demonstrate a positive and proactive attitude towards participation in CPD and the College's appraisal processes.
- Able to work successfully under pressure with excellent organisational skills.
- A confident and competent user of IT in the classroom and for administrative purposes.
- Enthusiastic and passionate about education with a sound understanding of UK best practice and an extensive knowledge of GCSE and A-Level qualifications.
- Proactive in all aspects of College life through participation and support.
- Able to present a professional image in line with the high expectations of Brighton College.



- The successful candidate for this challenging and rewarding position will have at least 2 years' leadership experience.

DUTIES AND RESPONSIBILITIES

- To be an ambassador of the College at all times, in school and the United Arab Emirates.
- To teach a timetable, carry out staff duties (as determined by CLT) and actively support the Co-Curricular Programme leading a minimum of two activities per week.
- Prepare lessons and data required for KHDA inspections and other body accreditations.

ACADEMIC

- Contributing to strategic discussion, planning and development for the curricular and pastoral needs of pupils in the Sixth Form, including policy planning, adaptation and implementation, especially in respect of preparation for the workplace, inculcation of the broader skills required by employers and readiness for the challenges of the 21st century.
- Ensuring that the College is aware of, and responsive to, curricular issues internationally and within the independent sector, as they affect pupils at Key Stage 5; leading, as required, discussions about such issues, and working with relevant members of CLT to implement any changes to provision that may be required.
- Liaising with the Deputy Head Academic to ensure that data related to pupils' baseline ability, progress and outcomes is used effectively to help support attainment.
- Initiating, monitoring and reviewing strategies, programmes and procedures designed to improve the academic performance of pupils in the Sixth Form, particularly in relation to their performance in public examinations. This will include oversight of 1-to-1 sessions, supervised homework, catch-up clubs, clinics, pupil mentoring etc.
- Supporting the Examinations Officer in the administration of Results' Days, including attendance at College through this period, and before/afterwards as required.
- Overseeing the support provided to pupils through the university applications process, including the checking of all UCAS school references, monitoring university open day attendance and participating in careers advice to all Sixth Form pupils.
- Working with Heads of Department to manage and advise on pupils' selection of Sixth Form courses: this includes, but is not limited to, the administration of relevant events for pupils (e.g. drop-in days, information afternoons).
- Overseeing the implementation of the School's reporting schedule for the Sixth Form, including reading and commenting on Sixth Form reports.
- Working with the Deputy Head Pastoral in the production of the Sixth Form timetable.
- Attending Heads of Department meetings as required.



- Liaising with the Director of Admissions to support the process by which pupils are assessed and interviewed for Year 12 admission.
- Managing the process of induction to the Sixth Form, including the implementation of strategies (year group-wide, and individual) to encourage progress from the Fifth Form and into the Sixth Form, and reporting to the Head on this matter as required.
- Working with the Director of Admissions to support the assessment and interview process for 16+ admission at both traditional and non-traditional entry points.
- Attending Prospective Parents' Meetings and Open Events.

PASTORAL

- Being responsible for the emotional well-being and pastoral care of all Sixth Form pupils, including liaising with the School Counsellor and outside agencies, in conjunction with the Deputy Head (Pastoral).
- Leading on any disciplinary matters affecting pupils in the Sixth Form, whilst also providing recognition for the achievements of pupils in the Sixth Form.
- Being responsible for and monitoring attendance, punctuality, dress and behaviour of the Sixth Form at all times (including school uniform reporting system, when appropriate).
- Dealing with outstanding queries relating to absence from detention if the tutor has been unable to explain the absence.
- Supervising the Sixth Form Common Room and its facilities.
- Ensuring that pastoral information about pupils in the Sixth Form is effectively maintained (in line with school procedures), and ensuring that this is communicated effectively, sensitively and on a need to know basis.
- Contributing to the work of Deputy Head Pastoral to develop a positive culture of kindness and an atmosphere of mutual respect.
- Working with CLT to elect and select prefects and senior prefects, and considering strategies to develop their capacity as leaders.
- Providing suitable opportunities for pupil leadership.
- Providing suitable opportunities for the pupils' viewpoints to be reflected in the School's provision for Sixth Form pupils.
- Allocating Sixth Form pupils to tutor groups.
- Holding regular meetings with the Sixth Form pastoral team, to ensure that good practice is shared and suitable innovations are discussed and implemented.



- Attending Pastoral meetings as required.

CO-CURRICULAR and PSHE

- Developing the programme of PSHE so that there is consistent and meaningful content across the Sixth Form which is followed up and reflected upon in assemblies and form time.
- Developing a Pastoral Portal for parents with information, news, guidance and advice pertaining to the needs of Sixth Form pupils, and monitoring and updating as necessary.
- Leading regular year group assemblies.
- Attending and support events involving Sixth Form pupils, including plays, concerts, the annual sports day, inter-form competitions and other events as required.

TEACHING AND LEARNING

- To encourage each pupil to reach their academic potential through enthusiastic and personalised teaching, tailored stretch and challenge, rigorous record keeping and follow up.
- To be aware of and comply with all the College policies including those for marking and assessment, teaching and learning and reporting.
- To develop and share schemes of work and resources, using the agreed formats.
- To assist with covering colleagues as required.
- To attend all meetings and INSET as required.
- To prepare, invigilate and assess, as required internal and external tests and examinations.

PASTORAL

- To work within a House team as a Tutor in either Years 7-11 (and in due course for Years 12&13).
- To show an active interest in each child's personal and domestic circumstances and to foster the personal and social developments of each pupil in your care.
- To actively promote the social, moral and cultural ethos of the College community.
- To create an atmosphere of support by being aware of, and fully complying with, all the College Policies; including the Code of Conduct, School Rules, and the Anti-Bullying Policy.
- To be familiar with all the College's policies on Health and Safety and be proactive in ensuring the safety of all members of the College community at all times.
- To promote exemplary behaviour and a responsible attitude amongst all pupils at all times.



- To be aware of and act upon all policies regarding the safeguarding of children.

PROFESSIONAL RESPONSIBILITIES

- To promote pride in the College among the pupil body through high standards of dress, behaviour and commitment.
- To ensure that all communication is acted upon appropriately and in a timely manner.
- To attend Parents' Evenings, Assemblies, Productions, Sporting and Special Events.
- To be responsible for all College resources particularly those in your care, reporting damage or loss to your line manager or the facilities manager, as appropriate.
- To contribute to the College website, social media and publications as necessary.
- To contribute to the College's Self Evaluation and Development Plan.
- To foster a close partnership with parents, initiating contact in appropriate circumstances and ensuring that there is a record of this.
- To be in School prior to 7.00am and until at least 4.00pm (subject to confirmation of School operation hours).
- To carry out any reasonable professional request made by the Head Master, Deputy Head or member of the CLT.

REMUNERATION

- An attractive salary
- Accommodation
- School fee remission
- 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

Deadline for Applications will be on 14thth January 2021

Interviews are likely to take end of January/February (via Microsoft Teams)

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.