



Job Advert HEAD OF ISLAMIC & SOCIAL STUDIES (ARABIC) (Year 2-13)

Date of advert: October 2017





The position of **Head of Islamic and Social Studies** involves leading staff and pupils in Years 2-13 in the approved Ministry of Education Islamic and Social Studies course for Native and Non-Native pupils. This is a demanding and varied role in which you need to have a genuine love of working with children. We are looking for a strong desire and commitment to ignite our children's curiosity in developing their knowledge, skills, understanding and great enthusiasm for your subject/s.

Are you able to demonstrate a clear passion for teaching and learning for your subject/s? Do you have high levels of professionalism in all that you do? Are you a pro-active team player - positive, flexible and calm under pressure when working in a busy school environment? Do you ensure that the needs of the children are always your main consideration? If so, we would love to hear from you.

Brighton College Abu Dhabi, the sister school of Brighton College UK, is a leading Independent-style British International School located in the United Arab Emirates. With a prime location on Abu Dhabi Island and a purpose built state-of-the-art campus, which is nearing its sixth anniversary, the school is heavily over-subscribed.



A key component of Brighton's international role 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. 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 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.

Packages are amongst the best globally with an excellent basic salary and comprehensive benefits. We also offer exceptional levels of financial support for Continuing Professional Development.



PERSON SPECIFICATION

- Essential qualities will include the ability to work collaboratively and to present to parents, pupils and colleagues a warm, engaging and approachable personality.
- The successful candidate will have a university degree and teaching qualification from a recognised academic institution with specialisation in the field of teaching.
- A distinguished record of teaching
- A strong record of professional development
- The successful candidate for this challenging and rewarding position will have at least 6 years' experience, including evidence of 4 consecutive years of outstanding performance evaluations.

JOB DESCRIPTION

Responsible for: The position of Head of Islamic and Social Studies involves leading staff and pupils in Years 2-13 in the approved Ministry of Education Islamic and Social Studies course for Native and Non-Native pupils. This is a demanding and varied role where you need to have a genuine love of working with children. We are looking for a strong desire and commitment to ignite our children's curiosity in developing their knowledge, skills, understanding and great enthusiasm for your subject/s.

Consulting with: All staff.

Reporting to: Head Master through Director of Arabic Curriculum

RESPONSIBILITIES OF POSITION

- To be an ambassador of the College at all times, in school and the United Arab Emirates
- To lead by example in all areas of school life and to be a powerful role model for colleagues as an outstanding practitioner.
- To teach a maximum of a 70% teaching timetable, carry out duties as required (up to four per week) and to actively support the CCA Programme committing to a reasonable contribution (usually two per week).

Leadership Responsibilities

- To create and develop a positive team atmosphere
- To drive excellent standards of teaching and learning in the Department
- To introduce creative initiatives and drive collaborative projects to ensure that a varied and inspiring curriculum is maintained at all times to enable the children to explore the subject and develop in your department
- To ensure that all members of your team encourage each pupil to reach their academic potential through enthusiastic and personalised teaching, tailored stretch and challenge, rigorous record keeping and follow up
- To track and monitor the progress of all pupils across the Department



- To work with the department on matters of setting and individual pupil needs
- To maintain a Department file to include: Staffing, Curriculum Plan, Schemes of Work, Timetabling, SDP, Job Descriptions, Budget, INSET, Assessments, Meetings, Visits/Visitors, Risk Assessments and IEPs
- To ensure Schemes of Work are in place and up to date
- To oversee examinations and assessments within the Department
- To work with the Senior School Head of Department and the Pre-Prep leaders to develop and consolidate the subject within the College
- To take a lead in the future development of the department in the College
- To be responsible for the Department budget and the ordering of all equipment
- To be responsible for organising regular departmental meetings and recorded minutes
- To be responsible for the Department's contributions to the College website, social media and publications as necessary
- To oversee and proofread reports
- To contribute to the College's Self Evaluation and Development Plan
- To attend all meetings and INSET as required, attending and contributing to Heads of Department meetings and arranging and leading regular Departmental meetings
- To maintain close links and regular contact with the professional bodies with which the Department holds membership

Teaching and Learning

- To be aware of and comply with all the College policies including those for marking and assessment, teaching and learning and reporting
- To assist with covering colleagues 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 a specified Year Group
- To show an active interest in each child's personal and domestic circumstances
- To foster the personal and social developments of each pupil in your care
- To promote pride in the College among the pupil body through high standards of dress, behaviour and commitment
- 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 in 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 be aware of and comply with the College's rewards and disciplinary policies, promoting 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 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 foster a close partnership with parents, initiating contact in appropriate circumstances and ensuring that there is a record of this
- To be in School from 7.00am until at least 4:00pm

REMUNERATION

- An attractive salary
- A relocation allowance if hired from outside Abu Dhabi
- Accommodation allowance
- School fee remission
- Private medical insurance for the post holder and his/her dependants
- Annual return flights to your home country for the post-holder and his or her family

All of the above in line with specific school policies

APPLICATIONS

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 Simon Corns, 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 Abu Dhabi reserves the right to make an appointment at any stage of the recruitment process.

NOTE: We reserve the right to interview and offer to a strong candidate prior to the closing date. It is strongly recommended that candidates submit their applications as soon as possible.