Head of Mandarin
Brighton College Nursery, Pre-Prep & Prep School is a co-educational school for children aged 3-13. It is the main feeder school to Brighton College, one of England’s leading schools. The College comprises the Senior School, educating 1,000 pupils aged 13–18, and the Lower School, educating 100 pupils aged 11–13 whilst the Nursery, Pre-Prep & Prep School educates 500 pupils aged 3–13.

Brighton College Nursery, Pre-Prep and Prep School provides an inspiring education that aims to prepare pupils for life in our College and beyond. We are proud to be part of a school which is one of the most innovative and forward-thinking in the country.

The Nursery, Pre-Prep & Prep School helps all children to believe in themselves and to excel in their own individual way. The teaching philosophy allows pupils to be individual whilst enabling them to develop and progress at a rate above and beyond their own expectations. Within each year group, teachers aim to give children the best possible start to life, both in their academic grounding and in developing their values and beliefs. The school motto is well known by pupils who pride themselves on trying to: Be Good. Be Kind. Be Honest. Be the Best You.

The school is based on two sites within the vibrant city of Brighton; our Nursery & Pre-Prep educates children from Nursery to Year 3, after which they progress on to the Prep site for Years 4 to 8. Pupils benefit from facilities at the College site, including the Chapel, the new recital hall and the dining facilities. Sport is played at the Jubilee ground pitches located nearby in the South Downs.

Brighton College Nursery, Pre-Prep & Prep School is progressive and pupil orientated. Each individual is recognized for their own achievements, resulting in a happy, caring environment. The staff body is also a positive and vibrant one; equality, diversity and respect are championed and celebrated by all.

The Brighton College family of schools also includes St Christopher’s and Handcross Park, educating a further 1,150 children aged 3 to 13. Overseas, the College has opened Brighton College Abu Dhabi and Brighton College Al Ain in the UAE, and Brighton College Bangkok in Thailand.
The College enjoys its location in Brighton, one of Britain’s youngest cities and one of the most vibrant in Europe.

In 2017, a national survey identified Brighton as the “happiest” city in the UK. It is close to the beautiful South Downs, within easy travelling distance of London (about 50 minutes by train), and about 30 minutes from Gatwick Airport. Portsmouth, Newhaven and the Channel Tunnel provide accessible links with the Continent.

Brighton is also a university city, and the College has good links with both the University of Sussex and Brighton University.
The Prep School is seeking to appoint a Head of Mandarin with effect from mid-February 2019.

The successful candidate will be able to fulfill the following responsibilities:

- To inspire pupils in the learning of Mandarin from Reception through to Year 8
- To instil in pupils an understanding of important Chinese cultural features and traditions
- To ensure all lessons are well planned, reviewed and allow for effective differentiation
- To mark, assess, record and report on children’s progress and attainment
- To ensure that all teaching, marking and assessing follows the department and whole school expectations and policies
- To liaise with colleagues to maximise cross-curricular links
- To prepare and encourage pupils to reach success in any national events
- To celebrate pupils’ work through displays throughout the department and around the school, as well as through pupil performances at events such as Chinese New Year
- To occasionally give whole-school assemblies, for example at Chinese New Year or Mid-Autumn Festival
- To maintain detailed records of pupils for the department including those which monitor the progress of individual pupils in the subject
- To write reports and advise at Parents’ Evenings as required, and communicate effectively to parents about the progress of their child
- To promote the use of ICT within the teaching of Mandarin
- To take part in Open Mornings in both schools and prepare a group of pupils to perform at such events
- Undertake all duties and procedures as specified in staff handbook.
- Be prepared to market the school by speaking to prospective parents visiting the classroom and acting as ambassadors for the school
- Attend Parent Association events and other evening/weekend events.
- Liaise closely with the Head, the SENCO, and other staff members regarding any children for concern
- Responsible for the behaviour and discipline of children in the class in accordance with the school behaviour policy.
- Ensure that the relevant pages are kept up to date on firefly and on the parents’ portal
- To revise the school policies and curriculum documents annually
- To contribute towards the school newsletters at least termly
- Attend staff/curriculum meetings including occasional whole school meetings
- Participate in the appraisal process
- To run parent workshops
- Be prepared to take a lunchtime or after school club as required for any year group
- To be a good role model in respect of speech, dress, behaviour and care of equipment

We would also welcome teachers of Mandarin to apply for this position.
Prep School 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 Brighton is due to excellent, innovative and well-planned teaching. Above all, therefore, we are looking for individuals who foster a passion for learning and who demonstrate an ability and genuine desire to develop pupils and staff to their fullest potential.

Many teachers joining the College as Heads of Department have a proven track record of effective teaching, having obtained excellent public examination results with previous classes. However, several members of our teaching staff have pursued different career paths in years gone by, and have made the move to teaching at a later point. We view this diversity a strength.

More importantly, 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 staff, and the willingness to support the ambition, values and breadth of College life, will be of central importance. Successful candidates will be self-reliant, resilient and adaptable.
Candidates should submit the Application Form for Teaching Staff, which is found on the ‘Vacancies’ link on the website (www.brightoncollege.net). This should be e-mailed, along with a CV and covering letter of application addressed to the Head Master, to asims@brightoncollege.net by 9am on Wednesday 7th November 2018. Applications can also be submitted by post to the Head Master, Brighton College Prep School, Walpole Road, Brighton, BN2 0EU.

We anticipate holding interviews on Monday 12th November 2018, though we reserve the right to interview candidates in advance of this time. Candidates invited to interview will be asked to teach an observed lesson as part of the process, and also to present a short written task. Further information on the observed lesson and the written task will be provided in advance of interview.

REMUNERATION
Brighton College has its own pay scale, well above the maintained sector. There is also an excellent and flexible benefits package, the contents of which can be controlled by individual teachers themselves.

SAFEGUARDING AND EQUAL OPPORTUNITIES
Brighton College is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to an enhanced DBS disclosure, the receipt of satisfactory references, the College’s pre-employment medical question, relevant original ID documentation and examination certificates. The College understands that a robust, fair and transparent recruitment and selection policy plays a central role in achieving this aim.

The College is committed to ensuring that the recruitment and selection of staff is conducted in a manner that is systematic, efficient and effective and promotes equality of opportunity. Our full equal opportunities policy is available on the ‘Vacancies’ link on our website.