

BRIGHTON COLLEGE SINGAPORE



Join us:

Community Engagement Lead Brighton College (Singapore)

CLOSING DATE: 6PM SGT ON 4TH AUGUST 2025



THE SUNDAY TIMES

Executive Summary

Cognita, in partnership with Brighton College (Singapore), is seeking an experienced and civic-minded Community Engagement Lead to strengthen relationships, enhance parent experience and build advocacy in support of Brighton College (Singapore)'s continued growth and reputation as one of the region's leading British International schools.

The Community Engagement Lead plays a pivotal role in strengthening relationships between the College and its broader community, with a core focus on enhancing parent engagement and driving student retention. Acting as the primary liaison between the school and its families, the role is essential in fostering trust, open communication and active participation within the community.

With a strong commitment to service excellence, the Community Engagement Lead ensures a seamless and positive experience for all stakeholders. By developing meaningful engagement strategies, streamlining processes and creating opportunities for involvement and advocacy, the role contributes directly to the College's reputation, community satisfaction and long-term success.

This position demands a proactive, empathetic and solutions-oriented individual who aligns with the College's vision and values and is passionate about building a connected, engaged and thriving school community.

The Community Engagement Lead is responsible for providing an exceptional community and parent experience that drives retention of pupils and increased advocacy of the College. The position is the link between the school and the community where we build trust, support and open dialogue between community members and the school.

The Community Engagement Lead shares our vision and objective while providing service excellence for the community.

They will provide a platform to 'delight' our school community through exceptional parent experience through efficient processes and diverse opportunities to continue to promote advocacy.



The Brighton College Family of Schools

The Brighton College International (BCI) group has schools in Abu Dhabi (established 2011), Al Ain (2013), Bangkok (2016), Dubai (2018), Singapore (2020) and Hanoi (2023), Brighton College Prep Kensington (2023, also in partnership with Cognita). The family of schools is continuing to grow, with Brighton College Vibhavadi opening in August 2025.

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 co-educational independent school. The College is renowned for its inspirational teaching and innovative education, whilst placing Curiosity, Confidence and Kindness at the heart of its approach to education. Academic results place Brighton College UK in the top 10 schools in England with pupils gaining access to some of the world's top universities - there are currently 150 former pupils studying at Oxford and Cambridge. In 2024, 94% of GCSE grades were 9-7, whilst 99.3% of A-level grades were A*, A or B.

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.

Brighton College International

Brighton is a happy place, with a warm, inclusive, and respectful community in which our staff are delightful and positive and our pupils are intellectually curious and charming. BCI has put in place the structure, resources and team to ensure that this character - what we describe as our DNA - prevails in all our international schools.

Brighton College's Principal, Richard Cairns, is actively engaged in the work of the international schools,

and the team is led by Graeme Owton as the Chief Executive, with Nicola Collins as the Deputy CEO and Director of Schools. A team of talented colleagues provides support across operations, curriculum, admissions, 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. The ability to work as part of a dynamic, supportive and dedicated team of Heads is an important part of this role.

Beyond the formal structures of the group and the quality assurance visits by Brighton College International, there are numerous instances of 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.

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.



About Cognita

Brighton College (Singapore) is proudly unique in placing Brighton College's approach, traditions, and values within the context of Cognita, one of the world's leading international school groups.

Cognita currently encompasses more than 100 schools across the UK, Europe, Latin America and South-East Asia. Cognita employs some 15,000 teaching and support staff in the care and education of around 75,000 pupils. While each of our schools is unique, our collective purpose is to create an environment where everyone can, 'Thrive in a rapidly evolving world.'

The Cognita Quality Framework is the construct that allows us to engage with our diverse range of schools, with a shared, clear and common language. Each school has its own distinctive character and identity, with the Cognita Quality Framework being the golden thread that connects us.

Our schools are, without doubt, unique places - each with a distinctive ethos. However, we believe that collaboration is the fuel of growth, therefore they are not stand-alone schools; we look for every opportunity to work together in our 'Cognita System'. As a system leader, the Regional Director of Education takes a key role in modelling our three system capabilities.



Intelligent Accountability
involves using a range of evidence and data to know our schools and our leaders well, in order to continually improve and thrive.



Knowledge Animation
starts with sharing knowledge and effective practice. Animation is the act of taking knowledge and animating it, to make it fit for a new context in a way that compels us to act.



Building Capacity
develops and strengthens leadership skills, capabilities and mindsets to thrive in a rapidly evolving world.



About Brighton College (Singapore)

Our Vision

Our vision for Brighton College (Singapore) is to continue to build an outward-looking school that prioritises emotional well-being and fosters a lifelong love of learning: a school where pupils look to the needs of their classmates, but are also engaged with their local community and are aware of global issues; a school where pupils are resilient, confident and grateful for their opportunities; and a school where teachers stoke the children's natural curiosity, fuelling their desire to investigate and understand the world around them.

Our academic aspirations for our pupils are paramount. Chief among these is to ensure a smooth transition in their educational journey into some of the world's best universities. It is our privilege to have the opportunity to put these key fundamentals of Curiosity, Confidence and Kindness in place, shaping our pupils' Brighton College (Singapore) experience and enabling them to take full advantage of the next stage of their education.

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; visitors comment on their confidence and politeness as they engage with everyone and anyone and are unfailingly great company.

Academic Life

Brighton College (Singapore) opened as a Prep School in August 2020. The school currently caters for over 470 pupils from Pre-Nursery to Year 9, offering a progressive British education with a global outlook, all underpinned by the aims and ethos of Brighton College in the UK. Brighton College (Singapore) is already regarded as a leading Prep School in the region, having won awards for Best Small School and Best New School.



Prep School

The Prep School caters to pupils aged 18 months old in our Pufflings (Pre-Nursery) class to 11 year-old pupils in Year 6. There are currently over 400 pupils in Prep School.

The Prep School follows the English National Curriculum, which is enhanced and modified to reflect the context of Singapore and the international mix of pupils who attend the school. Pupils in the Prep School are taught by talented and enthusiastic class teachers, with a significant emphasis on English and Mathematics development. Specialist teachers work with the children across a wide range of subject areas, such as science, modern foreign languages, PE, music, drama and dance. With a broad and varied curriculum, the Prep School fosters active participation and engagement among pupils. Each pupil is encouraged to explore their own talents to the full, laying the foundations for a successful transition to the Senior School and beyond.

The Senior School is currently open to pupils in Year 7 - 9 and will be opening to Year 10 in August 2025. Further year groups will be opened in subsequent years, so that Senior pupils at Brighton College (Singapore) will pursue IGCSEs and A-levels.

Campus and Facilities

Brighton College's campus is purpose-built and offers modern facilities including large classrooms, a range of specialist teaching and learning spaces, spacious purpose-built playgrounds and outdoor learning environments. The recent expansion of the campus for opening of the Senior School in August 2024 includes a new library, communal social spaces and specialist teaching facilities including state-of-the-art IT and science labs.

Senior School

From August 2025, Brighton College (Singapore) will begin to teach GCSEs to Year 10 pupils, meaning we will be expanding onto the third floor of our current building. This space will become the new hub of the Senior School, housing the majority of lessons for pupils in Years 7-10, thereby providing an increased range for both our Senior and Prep School pupils.

To reflect the growing breadth of our academic offer, we will be opening the following:

- A Computer Science and Robotics Centre
- A dedicated Computer Aided Design suite
- A brand-new Design and Technology workshop
- Three new science laboratories.

Looking further ahead, the scale of our expansion becomes even more significant. From August 2026 Brighton College (Singapore) will be:

- Adding many more new classrooms meaning further capacity for Senior School lessons and A-level teaching
- Creating a new College library and a double music room.
- Expanding our drama and dance spaces, by designing a black-box theatre with specialist flooring and mirrors for the performing arts
- Opening a Sixth Form common room and dedicated Sixth Form workspaces alongside a new 'Futures Hub', which will become the focal point for careers and university guidance for all pupils
- Building a new staff common room
- Enlarging our dining hall, allowing all pupils to enjoy lunch indoors in comfort
- Enhancing the multi-purpose hall, better equipping it for Brighton College sport
- Adding art rooms to meet growing demand.

About the Role

Retention and Parent Satisfaction:

- Facilitate a strategic plan to help increase retention within school through greater community engagement and excellent parent satisfaction.
- Drive initiatives that develop and foster relationships within our parent community and deliver the highest levels of satisfaction, ensuring excellence in the overall experience to our pupils and families.
- Engage the academic teams in retention initiatives.
- Build and maintain relationships with Parent Representatives. Provide support parent-led events and manage communication channels.
- Facilitate transition from year to year and identify connection opportunities throughout the year. More specifically, focus on critical transition years from Year 1 & Year 6.
- Ownership and management of the Voice of the Parent annual survey; including roll out, analysis, outreach, follow up and Reporting to key leadership groups.
- Manage feedback and oversee internal & external parental concerns to ensure effective and long-term resolution. Receive (directly or through forwarding) and handle all queries and feedback from parents; forwards academic queries to the Academic Leadership Team and manage operational feedback.
- Initiates prompt and effective action on all feedback, questions, concerns and suggestions, as well as conduct quality assurance follow-up; respond to inquiries regarding services and school related issues.
- Resolves challenging situations in a professional manner and accurately communicates pertinent information to support a parent satisfaction culture; escalates to appropriate party as required.
- Mediates with responsible internal and external service providers e.g. bus company, catering, CCA staff, until resolution is achieved and keep parents engaged during the process until the final outcome and/or resolution is reached.
- Work with the communications team to communicate to all parents/groups of parents any operations news/ notifications. Works with the communications team to provide comprehensive support, information and introduction to parents around school systems, campus facilities and events.



Withdrawals:

- Processing of all withdrawals in Dynamics that have been submitted from parents and school leadership, including confirmation with families.
- Annually review the withdrawal process to ensure it is meeting parent and school needs.
- Managing the leaver's feedback and reasons for departure and more specifically follow-ups with on-island leavers.
- Provide weekly updates on known leavers to relevant stakeholders.
- Analyse and report weekly leaver data for forecast calls.
- Create an annual leaver report to be shared with BCS and Cognita stakeholders.

Community Engagement:

- Works closely with our Parent Representatives to enhance community involvement.
- Sets annual strategic goals which along with the school wide strategic plan and retention and service initiatives.
- Provide onboarding support to parents once the pupil(s) begins school.
- Ensure parents are supported and onboarded appropriately.
- Assist with parent questions and concerns.
- Seek feedback on the new joiner experience.
- Implement improvement strategies based on onboarding feedback.
- Management of retention initiatives, their implementation and review for future years.

Brighton Talks - Parent Education Programme:

- Drawing upon the expertise within and outside of the school, design and deliver a calendar of workshops or seminars for parents (e.g. digital safety, transition support, curriculum insights).

Events:

- Key driver of year-long school events involving families- Brighton Society events, festive and cultural celebrations, Speech Days, Graduation ceremonies.
- Attend all meetings and provide school wide view
- Budget management of these events.
- Ownership of the calendar process for the general and events calendars.
- Implement post-event feedback to evaluate impact and continually improve future parent-facing events.

Administration:

- Support management of reporting requirements to track performance against targets, communicate plans, accomplishments, progress/status, issues and concerns, risks, contingencies and potential solutions.
- Ownership of relevant community SOPs including annual review and update.

Alumni Relations Support:

- Collaborate with the marketing or development team to maintain connections with alumni families and integrate them into school events and communications.

Crisis Communication Liaison:

- Act as a point of contact for parents during crisis situations (e.g. Pandemic, closures), supporting the leadership team in managing clear and calm communications.

Community Impact & Outreach

- Coordinate opportunities for parent and pupil involvement in local charitable or service initiatives, supporting the school's outward-looking ethos.

Family Referral Programme Management

- Oversee any parent referral schemes, ensuring positive word-of-mouth advocacy is nurtured and recognised.

Parent Behaviour Guidance

- Lead on setting and modelling expectations for parent conduct and communication, supporting a respectful, professional partnership with the school.



Oversight of the Parent Handbook

- Ensure the Parent Handbook is accurate, up to date, and reflective of current school policies and procedures. Lead the annual review process in collaboration with relevant academic and operational teams and coordinate its distribution to all families.

Position Requirements

- 3 to 5 years of work experience in leading a customer service role.
- Highly developed communication, interpersonal and influencing skills to motivate and work effectively with individuals and teams.
- Poised, diplomatic and highly organised, able to guide stakeholders in event planning and parent engagement
- Ability to manage multiple high priority tasks in a time sensitive and fluid environment with attention to detail and accuracy Management skills to successfully perform the planning, directing, reporting and administrative responsibilities.
- Ability to prepare informative and concise summary reports.
- Ability to work independently as well as promote and participate enthusiastically in organisational teams.
- Proficiency with various software programs to manage functions of the role.
- Awareness of commercial sensitivity and demands for confidentiality.
- Ability to manage budgets and exhibit fiscal responsibility
- Proven results and skills in executing customer experience improvement programs.
- Shared commitment to the safeguarding and promoting the welfare of children and young people.

Qualifications

- Bachelor's degree
- Experience in education and working with a multinational clientele is an advantage



The Application Process

You should submit:

- The completed application form on our Brighton [Careers Page](#).
- A copy of your curriculum vitae/resumé.
- A covering letter of no more than two pages, addressed to Mr Nick Davies, Head of College, Brighton College (Singapore). The letter should explain your reasons for applying, the attractions of the role and the relevance of your experience and your views on education. Please make your letter as specific as you can; a letter that is largely generic may result in your application not being given full consideration.

Please note that the school may choose to interview early applicants before the application deadline.

Compensation and Benefits

The right candidate will be offered salary and benefits commensurate with the role, including comprehensive insurance and 21 days of annual leave.

Safeguarding

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

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 which promotes equality of opportunity.