

Role Profile			
Role	Director of Education	Department	Education
Direct Reports	Group e-learning Manager Regional Heads of Schools (for education-related matters). Principals of Designated Schools.	Reporting To	Chief Executive Officer

Role Purpose
<p>Responsible and accountable to the Chief Executive Officer for formulation and delivery of the education strategy for the Group, through oversight and development of high-quality education, attainment, standards and quality assurance, safeguarding and wellbeing in Group schools. As a member of the senior executive leadership team, the post carries reporting responsibility to the main Board across these core areas.</p> <p>The postholder will also act as Regional Head of Schools for a small cohort of Designated Schools from the Group, responsible for providing direct line management and support to the Principals of these schools.</p>

Key Accountabilities
<p><b><u>Education Director – across all Group schools</u></b></p>
<p><b><u>Strategy and planning</u></b></p> <ul style="list-style-type: none"> <li>Working with the CEO, shape and develop the strategic direction for education delivery and attainment, standards and quality assurance, safeguarding and wellbeing for the Group, ensuring that this is reflected in this agenda of the annual leadership conference.</li> <li>Oversee the school development planning process for all schools in the Group, ensuring that Group priorities for education development are embedded in planning at school level.</li> <li>Monitor and review governance processes and reporting mechanisms, ensuring they are robust, fit for purpose and liable to meet future needs.</li> <li>Act as an advocate for the Group, its mission and values, in forming and developing effective strategic partnerships with schools and relevant bodies and organisations.</li> <li>Set high standards and challenging but realistic goals for Group schools.</li> <li>Ensure that developments and trends are monitored, in particular (with the CTO) in the development of technology for education and that approaches and tools employed are up to date and competitive.</li> <li>Foster a culture of collaboration between all Group schools for continuous improvement and sharing of best practice.</li> <li>Contribute to the assessment of new acquisition opportunities through an evaluation of the quality of education delivery and opportunities to make improvements.</li> <li>Lead on the integration of newly acquired schools into the Group in respect of education delivery, attainment, compliance standards and quality assurance, safeguarding and wellbeing.</li> </ul> <p><b><u>Leading and Managing Staff</u></b></p> <ul style="list-style-type: none"> <li>Provide inspirational and effective leadership, vision and strategic focus to achieve the highest levels of performance, continuous improvement and continuous professional development within all schools across the Group.</li> <li>Oversee the work of the Regional Heads of School in respect of aspects of their role relating to education delivery and attainment, standards and quality assurance, safeguarding and wellbeing. Jointly with the CEO, oversee their work and manage their performance.</li> <li>Allocate Group-wide improvement and development responsibilities (for example, CPD, professional development programmes, assessment and data) to Regional Heads of Schools.</li> </ul>

- Promote a culture of accountability that is recognised and accepted as an essential element of improvement at all levels and across all aspects of our schools
- Line manage the E-learning Manager (with support of the CTO) ensuring that they are fully deployed in supporting schools and developing services for educational technology but also other areas within their competence.
- Countersign the setting and evaluation of performance management objectives for Principals, as they relate to education delivery and attainment, standards and quality assurance, safeguarding and wellbeing.

#### **Quality Assurance and Supporting Schools**

- Support Regional Heads and Principals to ensure schools are fully compliant in terms of safeguarding requirements, Group Standards, statutory requirements, educational and operational requirements, considering a range of triangulated evidence.
- Monitor and review the quality and timely performance management of Education teams across the group.
- Develop an understanding of accreditation and inspection processes used in international settings, ensuring that Group quality assurance processes are adhered to and schools are appropriately supported for inspection.
- Support the development of new school acquisition projects, including curriculum design, staff recruitment, training and evaluation.
- Ensure Health & Safety and Safeguarding is fully embedded in Group schools and the systems are compliant, effective and impactful.

#### **Regional Head of Schools - for Designated Schools**

##### **Strategic**

- Ensure that the mission, vision, and values statements for Designated Schools are relevant, meaningful, and consistent with Group standards.
- Drive the implementation of agreed strategic development initiatives through the local leadership team in Designated Schools.
- Guide and direct, monitor and evaluate, as a member of the Governance Board, the performance of designated Schools and their Principals.
- Monitor current and future needs of Designated Schools to ensure that resources are maximised and that opportunities are maximised to deliver growth and improvement.

##### **Teaching and Learning**

- Drive and sustain excellence of teaching and learning in Designated Schools by ensuring each Principal has in place sound strategies for monitoring and evaluating the quality of teaching and standards of pupils' achievement and setting targets for improvements.
- Provide an internal forum and platform for sharing best practice and promote across the Group.
- Regularly monitor and evaluate practice through visits, review of assessment data, setting and reviewing of targets and KPIs, to challenge and drive action for improvement.
- Ensure continuous improvement is achieved through oversight and guidance in the development, approval and implementation of the School Development Plan in each of the Designated Schools
- Advise Designated Schools on new developments in international education and technology for education to ensure that teaching and learning remains current and relevant

### Leading and Managing Staff

- Directly supervise and support Principals in designated Schools in all aspects of their role, working with functional leaders from Head Office (e.g. Finance, HR, IT, Marketing) as appropriate
- Manage the process of recruitment, appointment, and deployment of Principals in Designated Schools
- Support the Principals in the recruitment, appointment, and deployment of senior leaders in designated schools. Approve selection and appointment of senior staff.
- Participate in the induction of Principals and senior staff.
- Ensure effective systems are in place for the management of staff performance in Designated Schools, monitoring and reviewing the quality and timely implementation of management interventions.
- Identify and plan development and training needs required to increase capability and capacity to deliver. Promote and monitor ongoing professional development of Principal and senior staff in designated Schools. Deliver CPD directly in schools as appropriate.
- Work with Principals to proactively identify talent across the Group, to plan for succession and ensure strengths are appropriately deployed to deliver the best outcomes.

### Organization and Resources

- Balance consistent corporate and Group standards with the Principal's autonomy and empowerment.
- Manage the business and activities of the Board for designated Schools, ensuring that due process, including the Governance Policy and Delegation of Authorities Manual, are followed, that they remain fit for purpose to drive, and deliver quality outcomes.
- Monitor and evaluate the performance of Designated Schools and their Principals by managing the monthly Board reporting and feedback processes, Board meetings, and termly monitoring visits to designated Schools.
- Ensure school policies and procedures for Designated Schools are complete, up to date, fit for purpose, and compliant with Group standards. Ensure Group policies are fully implemented.
- Support and participate in the process of acquiring and maintaining external accreditation, reaccreditation and inspection by appropriate bodies for Designated Schools, as appropriate.
- Represent Orbital Group as and when required with staff, students, parents, and other bodies for Designated Schools.
- Ensure accurate, robust, and meaningful reporting to the Board in respect of Designated Schools, with key metrics and analysis which provide insights and actions to drive quality and growth.

### Safeguarding and Safer Recruitment

- Ensure a robust and meaningful safeguarding policy is in place, fit for purpose, and sufficiently implemented and adhered to across Designated Schools.
- Ensure rigorous application of Safer Recruitment policies and procedures for all Principals and senior staff appointed to Designated Schools.
- Quality assures and audit Safeguarding and Safer Recruitment Practices, by collecting periodic first-hand evidence that all policies and procedures are observed in Designated Schools.
- Act as a point of escalation to provide decision making in respect of allegations, investigations, and complaints.

## Person Specification

### Skills, Knowledge, and Experience

- Essential qualifications: recognised teaching qualification, Honours graduate or equivalent, safeguarding and safer recruitment training. Desirable: higher qualification in education management or similar.
- Essential experience: extensive leadership experience as Headteacher/Principal in a variety of organisational settings including international schools. Significant experience in the central management and support function of a multi-school organisation.
- Proven track record of delivering organisational change beyond single working unit level.
- Experience of acting as an independent inspector or member of accreditation teams on behalf of leading inspection or accreditation bodies.
- Commercial experience in for-profit education responsible for commercial and quality performance and improvements across a broad portfolio.
- Communicates engagingly and persuasively in English, both in writing and in person. The ability to work at a professional level in Spanish, a significant advantage.
- Excellent analytical and problem-solving skills, making use of data and other evidence to support decision-making.
- Willingness and ability to travel frequently to schools.
- Results oriented, motivated by goals and driven to achieve them.
- Adapts readily to new environments, cultures, and mindsets.
- Committed to promoting and ensuring compliance with Orbital Education's policies, vision and values, codes of conduct, and equality and diversity policies.