



## Job Description

**Position:** Regional Head of Schools

**Reporting Line:** Reporting jointly to the Director of Education and CEO

The post will report to the Director of Education in respect of all education related matters, and to the CEO on all commercial aspects.

**Job Purpose:** To ensure that Orbital Education group schools deliver a high-quality education, improving attainment for all their students in line with the group's goals and commercial expectations through:

- membership and management of the Governance Board of designated schools,
- line management and support of Principals in designated schools,
- the implementation of Group-wide improvement and development initiatives, and
- the implementation and delivery of education strategy and attainment, effective standards, quality assurance, safeguarding and wellbeing, which the role is responsible and accountable to the Director of Education for.

### Key Accountabilities:

1. Strategic

- Drive the implementation of agreed strategic development initiatives through all Orbital group schools.
- Ensure the mission, vision, and values statements for designated schools are relevant, meaningful, and consistent with group statements.
- Guide and direct, monitor and evaluate, as a member of the Governance Board, the performance of designated schools and their principals.
- Contribute to evaluation of new business opportunities, due diligence on potential acquisitions, and integration of new schools into the group.
- Monitor current and future needs of designated schools to ensure that resources are maximised and that opportunities are identified and acted upon, to deliver growth and increased capacity where appropriate.
- Identify best practice in designated Schools and foster collaboration between all group schools for continuous improvement and sharing of best practice across the group.
- Act as an ambassador for Orbital group: develop, promote, and protect the brand, reputation, and service offering of the group.

2. 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 students' achievement, setting targets for improvements.
- Provide an internal forum and platform for sharing best practice, and champion their use across the group.
- Regularly monitor and evaluate practice through monitoring visits, review of assessment data, setting and reviewing of targets and KPIs, to challenge and drive action for improvement.

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- 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 to ensure that teaching and learning remains current and relevant.

### 3. 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 recruitment, appointment, and deployment of Principals in designated schools
- Support 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 school Principals to proactively identify talent and potential across the group, to plan for succession and ensure strengths are appropriately deployed to deliver the best outcomes.

### 4. Organisation 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 and that this shapes, drives, and delivers 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 and inspection by appropriate bodies for designated schools.
- Represent Orbital Group as and when required with staff, students, parents, and other bodies for designated schools.
- Work with Principals to operationalise strategic development initiatives and recommendations, to drive action and outcomes aligned to the wider group's goals and strategic vision.



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- 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.
5. Safeguarding and Safer Recruitment
- Ensure a robust and meaningful safeguarding policy is in place, fit for purpose, and sufficiently implemented and adhered to across the group.
  - 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 Profile

Qualifications and Training	Essential	Desirable
Recognised teaching qualification	x	
Honours graduate or equivalent	x	
NPQH and/or other recognised qualification in education management		x
Safeguarding and Safer Recruitment training	x	
Trained/ qualified inspector/ accreditor with UK/ international agencies		x
Experience		
Significant leadership experience as Headteacher/ Principal in a variety of organisational settings <ul style="list-style-type: none"> <li>• Experience managing both direct and indirect reports and developing senior educationalists</li> <li>• Experience of recruiting, performance management, coaching and development of senior level staff</li> <li>• Experience working with and reporting to school board</li> <li>• Experience of having autonomy and accountability for the delivery of organization wide initiatives and projects</li> <li>• Track record of achievement at a senior level within organizations</li> <li>• Experience of monitoring and evaluating the performance of a school and wider portfolio</li> <li>• Experience engaging and communicate effectively at multiple and complex levels on an internal and external basis</li> </ul>	x	
Proven track record in developing and delivering strategic change at both a local and group / divisional level	x	

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Experience of driving standards and practices to meet and exceed quality requirements	x	
Experience of accreditation and inspection standards and processes	x	
Substantial experience working in an international school environment	x	
Substantial classroom based professional teaching experience at Primary/Secondary level	x	
Responsible for the development and implementation of a School Development Plan	x	
Responsibility for operating safeguarding and safer recruitment	x	
Some commercial experience in for-profit education or other industry, responsible for commercial and quality performance and improvements across a broad portfolio	x	
Competences		
Communicates well with others engagingly and persuasively, both in writing and in person (one-on-one, group and presentation at senior level)	x	
The ability to work at a professional level in Spanish		x
Is results-oriented, motivated by goals and driven to achieve them	x	
Seeks solutions to problems, finds a work-around to apparently intractable issues	x	
Is patient and supportive to others in helping them to achieve their objectives	x	
Accepts accountability and holds others to account	x	
Accepts constructive feedback and uses it to modify behaviour. Can give feedback constructively to manage performance	x	
Can adapt to new environments, different cultures, and mindsets	x	
Works well in a collegiate and collaborative environment to achieve shared objectives	x	
Commercially astute in an educational setting, able to deliver against set budgets and assess and plan resource needs	x	
Ability to assess risks and build plans to address areas of highest risk which challenge the status quo	x	
Committed to promoting and ensuring compliance with Orbital Education's policies, vision and values, best practice, codes of conduct, and equality and diversity policies	x	