

## BSA Role Guide

### Director of Training

#### Introduction

The Boarding Schools' Association (BSA) is the largest association for boarding schools in the world, with over 500 members in more than 20 countries.

The BSA 'champions boarding and promotes excellence' and its services include:

- Professional development for boarding staff
- Conferences and events
- Guidance, advice and consultancy
- Government relations
- Communications and marketing
- Research
- Media relations
- Publications.

Based in Victoria in the heart of London, the nine-strong BSA team delivers services in the UK and overseas. BSA celebrated its golden jubilee in 2015-6 and has an ambitious five-year development plan to increase boarding awareness, support member schools and grow the organisation.

#### Training and International Services

The BSA's Training and International team is the world's leading provider of professional development and guidance for boarding staff. In the past year, it has delivered services for over 1,500 boarding staff through:

- Over 50 day seminars
- A UK-based, university-accredited Professional Certificate in Boarding Management, with over 300 students
- A number of BSA-accredited Professional Certificate Courses in Nursing Issues, International Boarding and Health & Development
- A BSA-accredited Diploma in Boarding Management
- On-site school Inset days
- An annual conference for over 150 matrons and nurses
- An online induction programme for new boarding staff

- Medical and Safeguarding updates
- Best practice books and briefing papers on pastoral care and boarding management
- Workshops in Africa, China, Germany, Korea, Hong Kong and Thailand
- Consultancy in Saudi Arabia, Armenia, Switzerland and France.

### **Director of Training and International**

The BSA Director of Training heads the Training and International Team and is part of the BSA Leadership Team. The role covers all aspects of planning, people and budget management, and service delivery, in line with BSA's mission, strategy and annual business plan.

Key responsibilities:

- Plan and deliver an annual programme of professional development including day seminars, and certificate and diploma courses
- Deliver inset training for member schools
- Support the delivery of conferences to key audiences, including matrons and nurses.
- Publish guidance through articles, books and briefing papers on pastoral care, medical issues, safeguarding and related topics
- Plan and co-deliver training for boarding staff overseas
- Secure and deliver consultancy and inspection projects in the UK and overseas
- Manage BSA Training and International Team and associated staff
- Contribute to the running of BSA through the BSA Leadership Team.

### **Experience and qualities**

The Director of Training will be a degree-level senior leader with strong oral and written communication skills and experience of managing people, a diverse and complex workload and controlling a budget. Key skills for the role include:

- Planning
- Reporting
- Course design and delivery

- Presenting
- Chairing
- Research
- Writing
- Team leadership
- Budget management.

Although not necessarily essential, the role would suit candidates with:

- Experience of working in or with boarding schools
- Knowledge of the laws and regulations affecting boarding schools in the UK
- Knowledge of the boarding school sector and how boarding schools operate
- Knowledge of safeguarding.

**BSA**  
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