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Regional Head of Schools

Job Description

**Position:** Regional Head of Schools

**Reporting to:** Chief Executive Officer

**Job Purpose:** To ensure that Orbital Group schools deliver a high-quality education and improving attainment for all of 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, and
* the implementation of Group-wide improvement initiatives.

**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 Orbital Group statements
* Guide and direct, monitor and evaluate, as a member of the Governance Board, the performance of designated Schools and their Principals
* Contribute, as a member of the Group senior management team, to shape and develop the overall strategic direction of Orbital Group
* Contribute, as a member of the Group senior management team, to evaluation of new business opportunities, due diligence on potential acquisitions, and turnaround management of Schools.
* Proactively monitor current and future needs and opportunities to ensure that both opportunities are maximised, and that opportunities are identified, supported, and acted upon, to deliver growth and increased capacity where appropriate
* Identify best practice in designated Schools and foster collaboration between all Orbital Group Schools in the pursuit of continuous improvement and sharing of best practice, shaping and driving school integration post acquisitions
* Act as an Orbital Group ambassador to develop, promote, and protect the brand, reputation, and service offering of the Group
1. Teaching and Learning
* Secure and sustain effective 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, using benchmarks and setting targets for all children to progress towards achieving their potential
* Research best practice and leverage external networks and contacts to support the provision of ideas and development opportunities which achieve excellence across all areas of the curriculum
* Provide internal forum and platform for sharing best practice, and champion their use across the group
* Regularly monitor and evaluate the effectiveness of strategies in place through monitoring 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 UK and international education to ensure that teaching and learning remains current and relevant

1. Leading and Managing Staff
* Directly supervise and support Principals in designated Schools in all aspects of their role
* Manage the 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.
* Attend and participate in 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.
* Manage Principals’ performance with CEO and senior staff performance with Principal. Ensure consistent consequent management across each school and group, so far as is possible and consistent with local legislation
* 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
1. Organization and Resources
* Balance consistent Group standards with the Principal’s autonomy and professional judgement
* 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 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 School Principals to translate and operationalise strategic development initiatives and recommendations, to drive action and outcomes aligned to the wider group’s goals and strategic vision
* Ensure accurate, robust, and meaningful reporting to the Board in respect of school resources, with key and consistent metrics, and analysis which provides insights, opportunities, and suggested actions to drive quality and growth
1. Safeguarding and Safer Recruitment
* Ensure rigorous application of Safer Recruitment policies and procedures for all Principals and senior staff appointed to designated Schools
* Ensure a robust and meaningful safeguarding policy is in place, fit for purpose, and sufficiently implemented and adhered to across the group
* Quality assure 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**

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| Qualifications and Training | Essential | Desirable |
| Qualified Teacher Status | x |  |
| University graduate or equivalent | x |  |
| NPQH or other recognised qualification in education management |  | x |
| Safeguarding and Safer Recruitment training | x |  |
| Experience |  |  |
| Significant leadership experience as Principal in a variety of organisational settings* Experience managing both direct and indirect reports and developing senior Educationalists
* Experience of recruiting, performance management, coaching and development of senior level staff
* Experience working with and reporting to school board
* Experience of having autonomy and accountability for the delivery of organization wide initiatives and projects
* Track record of achievement at a senior level within organizations
* Experience of monitoring and evaluating the performance of a school and wider portfolio
* Experience engaging and communicate effectively at multiple and complex levels on an internal and external basis
 | x |  |
| Proven track record in developing and delivering strategic change at both a local and group / divisional level | x |  |
| Experience of driving standards and practices to meet and exceed quality requirements  | x |  |
| Substantial experience working in a British international school environment outside the UK | 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 |  |
| Genuine expertise and the potential to lead initiatives throughout the Group in at least one of the following areas. Essential requirement. |  |  |
| Successful development and roll-out of e-learning and educational technology initiatives |
| Development and management of learning spaces, educational premises, and facilities |
| Educational measurement and assessment (of students, teaching, institutions) |
| Diagnosis, design, implementation and evaluation of professional development programmes |
| Quality management, especially working with an accreditation body |
| Programmatic school improvement (working with an explicit framework or methodology) |
| Competences |  |  |
| Communicates well with others engagingly and persuasively, both in writing and in person (one-on-one, group and presentation at senior level) | 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. Is able to give feedback constructively to manage performance | x |  |
| Is able to 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 |  |