



Brief for the Appointment of
the Founding Head of
Royal Russell School Vilnius

Applications are invited for the Founding Head of Royal Russell School Vilnius

Scheduled to open in September 2024, the school will represent significant development in the international growth of the family school of choice, Royal Russell.



**Project
visualization**

Royal Russell is recognised as a unique and distinctive school, built on the vision of its founders, who in 1853 established the first Royal Russell School in South London. Today, the Royal Russell Trust has two schools in South London (Royal Russell and St David's Prep School), Royal Russell Vilnius (Lithuania) and is planning to open Royal Russell School in Busan, South Korea, and a school with whom we have a close working relationship in China.

Royal Russell's reputation for excellence has resonated with local families in London, and more latterly in Vilnius where pupils from Nursery through to Year 2 are educated in our city centre school. In collaboration with Lord LLB, we are in the process of developing a new and exciting Royal Russell campus on the banks of the River Neris in the heart of the city, opposite the Central Business District (CBD) of Vilnius. The project is unique for Lithuania, as the first international boarding school to follow a UK curriculum: students will study for GCSE and A Level qualifications, modelled on the curriculum from Royal Russell London. At over €72 million in development costs, the new Royal Russell Vilnius school will be rival to the best and leading fee-paying schools in Europe.

When full, this coeducational school will cater for over 1200 students from Kindergarten to Grade 12/Year 13, offering an English curriculum, with a healthy blend of other languages and nationalities to ensure that the school is multinational, inclusive and welcoming. Boarding will be at the very heart of the school and the successful candidate will embed in Royal Russell Vilnius the ethos, academic excellence and emphasis on a well-rounded, holistic education that is so well established at Royal Russell London.

The Founding Head will be experienced in British education and its values and will show the requisite inspirational leadership and intellect to articulate a compelling vision for this premium school in the dynamic and vibrant city of Vilnius. S/he will enjoy significant autonomy and will benefit from working collaboratively as part of a regional family of schools and reporting to the Board of Governors at Royal Russell London. There will be many opportunities to collaborate with other colleagues in the family school of choice.

As the number of Royal Russell Schools grows, the Heads will be at the forefront of shaping the practices to maximise the opportunities afforded a group of schools - embedding a shared approach to school development and a shared vision for education that is both academically rigorous and resolutely holistic.

This post is required as soon as possible, subject to candidate availability.



Royal Russell School, London



In 1853 a group of clerks from the wholesale warehouses in the City of London collaborated to help widows and young family of one of their colleagues who had just died in recent wars. Setting up a charity, within a year they had more than a thousand subscribers and a school was purchased in New Cross. Lord John Russell, who had recently been the Prime Minister, agreed to become President of the School.

Charles Dickens who published his book 'Bleak House' in 1853, made the following comment about those who supported our school in a speech he made at the London Tavern in 1857. 'This is a school which can provide such a home as their own dear children might find happy refuge in, if they themselves were taken early away. And I fearlessly ask you, is this not a design which has claim to your sympathy? Is it not the sort of school which is deserving of your support?'

The school is now independent of The Warehousemen, Clerks and Drapers Livery companies and operates as a charity under the direction of its own Board of Governors, with turnover more than £30million annually, employing 400+ staff and educating more than 1200 pupils in Purley (St David's) and at Royal Russell.

Royal Russell is different by design. We are a family school which means we value the things which make each of us distinctively brilliant. Royal Russell's school motto is 'non sibi sed omnibus' which translates as 'not for oneself, but for all'. Our commitment to each other is to help every member of our community strive for their vision of success. Our happy, vibrant, and ambitious community provides our pupils with an exceptional educational experience, with the pupil right at the heart.

We are proud of the breadth and depth of the offer at Royal Russell London and our 110-acre campus is full of incredible facilities to inspire learning and personal growth; from our cutting-edge science facilities, our beautiful library, extensive sporting facilities, Chapel, Great Hall, spacious dining facilities, Performing Arts Centre and beautiful Day and Boarding Houses.

Bespoke educational pathways mean that children are supported to realise their vision of success, guided by expert tutors, teachers, coaches, and pastoral teams. We believe in a total education - encouraging pupils to extend their learning beyond the curriculum through enrichment activities and cultural experiences. Learning together in an open community that reflects the real world and celebrates both individual and collective achievements.

Royal Russell School, Vilnius

Royal Russell School Vilnius is already in operation, educating pupils from Nursery through to Year 4. The new school site, on the banks of the River Neris in the heart of Vilnius, will open in September 2024.

The School

Construction of the world-class campus started in January 2020. The campus is in the centre of Vilnius, with easy access links to all major transport networks, including the international airport, only 15 minutes drive from the school. With approximately 12000m² of floor space for the school, this will be one of the largest overseas British schools in Europe. It will also be one of the most modern school campuses built to date in Lithuania. The campus facilities include an indoor gym, a bright, welcoming, and modern Junior School and EYFS, a modern Performing Arts Centre, a STEM centre, boarding houses, state-of-the-art laboratories, libraries, and plenty of outdoor space.

Teaching

Much of the teaching staff will be expatriates, with British teachers or teachers experienced in British schools making up a considerable proportion of the overall staff body. The connection with British independent education, including boarding, will remain an important one and care will be taken to recruit a team of staff with experience of the boarding environment.

Admissions

The school will cater for children of all nationalities, but we suspect that the majority will hail from the Baltic States. Pupils will need to have, or show the aptitude to quickly get to, a level of proficiency in English that will allow them to access the demanding curriculum. The Founding Head will take a lead in promoting and representing the school and meeting prospective pupils and their families, along with support from the Director of Admissions and Marketing. Vilnius has a thriving middle class; however, the extensive boarding provision will serve to extend the catchment well beyond the confines of the City.

Boarding

We will have teaching staff living on campus, with the entire staff community contributing to the ethos of the family school of choice to create a rich and varied school life, centred on the boarding houses. Pastoral care will be delivered through the boarding provision and House structure.

Job Description

The Head will promote the ethos and philosophy of the school and the vision and values set out by the Board. The Head will be expected to engage in continuing professional development in order to meet the present and future challenges of the role and to undertake a process of performance management.

Pre-Opening

- Work closely with colleagues to assume appropriate responsibility for the school opening on time, to budget and with the projected numbers of staff and students.
- Become fully familiar with the Royal Russell ethos and approach to education and, with the Board of Governors and colleagues as appropriate, build an understanding of how to implement this ethos within the context of Vilnius.
- Devise an effective staffing structure, including an appropriate leadership team structure, recruit senior staff and oversee the recruitment of all teaching staff.
- Put in place marketing and student recruitment systems and processes to meet the enrolment projections for the first and subsequent years of the school's operation.
- Shape the curriculum, pastoral support programme and co-curricular programme.
- Ensure that appropriate systems, resources, and staffing are in place to support the school's boarding provision.
- Put in place the policies, procedures and systems that will be required when the school opens.

Academic

- Develop and embed, in cooperation with the Headmaster of Royal Russell School London and the Board of Governors, the senior leadership team and relevant colleagues in the UK and Lithuania, an inspiring educational vision that takes account of the Royal Russell ethos and culture.
- Oversee the development of the academic curriculum and co-curricular life of the school, ensuring that the school can meet the requirements of the British Curriculum whilst also offering an education that is distinctively British and true to Royal Russell.
- Ensure that there are appropriate policies, procedures, guidelines and systems in place to support the educational vision.
- Foster a culture of continual improvement in teaching and learning.

Admissions

- Working with relevant colleagues, draw up the school's marketing and student recruitment strategies and annual plans to ensure that student enrolment objectives are met.
- Keep under review the desired student profile and ensure that marketing and recruitment strategies are adapted accordingly.
- Continually develop the school's profile for the purposes of effective student recruitment and reputation management, working with other colleagues as appropriate.

Leading People

- Recruit, develop and retain an able leadership team, motivated and equipped to deliver the school's vision.
- Promote a culture of high expectations underpinned by continual personal and professional development.
- Promote effective communication, cooperation and constructive relationships within departments and staff teams.
- Develop and implement effective systems for quality assurance, including robust performance management.
- In line with the ethos, practices and standards established within the Royal Russell School Group, oversee the recruitment of all staff, seeking to appoint staff who will contribute to high standards of teaching and learning and the wider co-curricular and community activities.

Organisational Leadership & Management

- Work with the Royal Russell London team and the Vilnius team to ensure that the school maintains a constructive relationship with relevant governmental authorities.
- Work with the Headmaster of Royal Russell London and the Board to set the vision and ensure that strategies are up-to-date, relevant and in line with the school's stage of development.
- Keep under review and, when necessary, further develop management and organisational structures to enable the school to fulfil the strategies and objectives.
- Establish policies, systems and processes to enable the smooth opening and running of the school. Prepare the school for all required inspection and accreditation regimes.
- Working with relevant colleagues, keep under review and develop financial management, reporting and budgetary systems.
- Work with relevant colleagues to ensure that expenditure is controlled in line with the budget and that fee income meets expectations.

Community

- Engage readily with the wider school community.
- Assure the well-being of students through outstanding pastoral care delivered via the boarding provision and House systems as well as the implementation of health, safety, safeguarding and security policies.
- Ensure that the school's boarding provision is managed in line with best practice boarding at Royal Russell School London.
- Assure the well-being of students, faculty and staff.
- Establish mechanisms for engagement with all stakeholders (staff, the local community, alumni, students and colleagues in other Royal Russell Schools).

Skills & Understanding

- A strategic thinker, able to get the best from an experienced and diverse family of schools. A clear vision for an exceptional internationally-focused education that blends British and Lithuanian traditions.
- An understanding of international education, or the desire to assimilate quickly into an overseas culture.
- In-depth understanding of the entire K-12 age range.
- A broad-minded educationalist who is keen and able to keep abreast of curriculum development and co-curricular programmes and select appropriately for the school's students, ensuring a breadth of education and opportunity with a culture of learning at its heart.
- A team player with a collaborative approach to leadership, engendering trust, managing others effectively, delegating skilfully and empowering all colleagues.



Person Specification

The Founding Head may be an existing or aspiring Head. The qualities, experience and qualifications sought, and which will enable the Founding Head to excel, are summarised below. The successful candidate will be an academically strong graduate and a first-rate teacher with a proven leadership track record. S/he will have had several years leadership experience within a relevant context. The appointed candidate will possess and be able to demonstrate the following:

Qualifications

- Academically well-qualified having graduated from a leading university. Hold a PGCE and/or QTS
- Master's degree (desirable).
- Strong track record of recent and relevant professional development.

Experience

- A strong track record of school leadership success gained within the British educational system in the UK or internationally.
- Experience of a boarding environment and a passionate advocate for boarding. Experience of leading school growth and development underpinned by robust systems and processes.
- Experience of and demonstrable enthusiasm for a truly holistic approach to education. Commercial experience or a strong understanding of commercial imperatives.

Personal Qualities

- A commitment to high academic standards and a passion for all that is best in a British education, shaped for the Lithuanian context.
- The ability to understand and translate the Royal Russell ethos to Vilnius, collaborating with the other Royal Russell Heads.
- A resilient and emotionally intelligent leader.
- Culturally sensitive, curious, and adept at cross-cultural communication.
- A positive role model, able to inspire and lead all sections of the school community.
- A powerful and effective communicator, with the ability to win the confidence of all stakeholders. A confident ambassador, comfortable engaging with influential stakeholders.
- Economically, commercially, and financially astute.
- A diplomat with the intellect, emotional intelligence, empathy, and cultural sensitivity to understand leadership in the context of differing cultural norms.
- Enthused by the rich heritage, dynamism, challenge, and potential of Lithuania. Self-confident and possessing of a strong belief in personal effectiveness.
- Committed to safeguarding and complying with statutory, regulatory and inspection regulations.

Remuneration Package

A competitive salary will be offered, which will reflect the importance of the post. Additional benefits include annual return flights for self, spouse, and dependant school-age children to country of abode; medical insurance; 100% fee remission (if applicable); entertainment expenses and a mobile phone. An allowance for accommodation will be paid to enable the Head to live near to the school and to accommodate a family.

Candidates wishing to apply should:

- Submit an application form and covering letter, explaining why you meet the criteria for appointment and what your motivation for applying is. Your letter should be addressed to Chris Hutchinson, Headmaster and emailed to hr@royalrussell.co.uk
- Full references will be required for the short list interviews but will only be taken up when we have consent from candidates to do so.
- Short listed candidates will be required to bring original documentation, proof of identity and certificates with them to interview.

Interview Process

Longlisted candidates will be invited to Royal Russell London for interview; Shortlisted candidates will then be invited to the final interviews in Vilnius, Lithuania, where there will be an opportunity to view the new school site. The selection process will follow the schedule as shown below:

Application forms and covering letters must be sent to hr@royalrussell.co.uk by **noon on Wednesday, 10th January 2024**. Interviews will take place during week commencing 15 January (via Teams) with visits to Vilnius for shortlisted candidates toward the end of January 2024.

Equal Opportunities

Openness, diversity and inclusiveness are integral to the Royal Russell community. We hold a collective commitment to maintain an environment where all differences are valued, practices are equitable and everyone experiences a sense of belonging — where we are inspired to collaborate and lead inclusively every day. We encourage applications from all communities so that our staff body reflects our ambitious, open, distinctive and courageous Royal Russell pupil body.

Safeguarding

The School is committed to safeguarding and promoting the welfare of children. All appointments are subject to a satisfactory enhanced Disclosure and Barring Service check (including a check against the Children's Barred List) and other pre-employment screening including references and medical fitness.