



Academy

INTERNATIONAL BOARDING SCHOOLS

Senior Pathway Manager

JOB DESCRIPTION

(Reporting to: Senior Leadership Team)

The post holder has responsibility for leading the Pathway Manager team, ensuring consistent and high-quality delivery of three core areas that will define students' success throughout their time at school:

- Their safety while they are away from their parents, including guiding students towards making safe choices while in school and during their free time;
- Their knowledge and use of the full range of support and opportunities, inside and outside of the classroom, that the school has to offer;
- Their pursuit of the best possible university destination(s) and their preparation for independent, lifelong learning.

In order to achieve this, the SENIOR PATHWAY MANAGER will fulfil the role of a Pathway Manager with a reduced caseload, through:

- Develop a **caring, professional rapport** with all students in their care. Have oversight of students' **academic and pastoral progress** through school.
- Ensure that suitably **high expectations are met**, working as a team to address any perceived shortfall thereof.
- Make and maintain excellent links between the school, parents and sales offices, **being the primary point of contact** throughout a student's time at the school.
- Understand and support the unique setting of an **international boarding school**.
- Contribute to the on-going **commercial success** of the school through promoting the achievements of students and the school mechanisms that facilitate them.

CARING, PROFESSIONAL RAPPORT – The post holder is responsible for becoming the central figure of guidance and support to the students in their care through:

- Establishing personal relationships with students based on a mutual trust and respect as well as a shared knowledge of the best interests of each student.
- Knowing their students' strengths, interests and limitations; providing guidance as to a full, balanced and personalised curriculum.
- Being suitably trained in safeguarding practices, the post holder will play a key role in ensuring that colleagues understand the importance of a school-wide culture that places at all times the safety and wellbeing of students at the forefront of their duties
- Providing 1-1 support and mentoring to students in need but also making time for all students in their care.

- Holding regular, collective student meetings to disseminate key information and form a sense of a collective identity.
- Maintaining a genuine interest in the wider school lives of each student, including supporting their participation in co-curricular and school events.

ACADEMIC AND PASTORAL PROGRESS – The post holder is responsible for having oversight of all aspects of their students' life in school through:

- Close liaison with teaching, enrichment and boarding staff to form an up-to-date picture of student development in all areas of school life.
- Maintaining a continuous and on-going overview of the academic progress of students (individually and in groups) and highlighting persistent and/or widespread areas of underperformance to senior academic staff as and when they occur.
- Managing interventions where necessary to ensure that students make the most of a wide range of academic and extra-curricular opportunities.
- To assist in establishing (if required) academic interventions and additional support programmes for relevant students & to ensure these are impactful.
- Producing reports that reflect a holistic knowledge of their students and which communicate recommendations related to individual students' intended goals.

HIGH EXPECTATIONS – The post holder is responsible for ongoing support of the ambitious aims that students are expected to work towards through:

- Close liaison with the Director of University Guidance to ensure that curricular and extra-curricular choices reflect the students' long-term goals.
- Communicating as necessary with parents and sales offices where student efforts will not lead to successful or expected outcomes.
- Managing student and parent aims so that they are realistic while pursuing the best possible results.

PRIMARY POINT OF CONTACT – The post holder will be the central figure for parental and sales enquiries throughout a student's time at the school through:

- Early and frequent contact with home and sales offices.
- Clear identification of the three core areas that they will deliver for each student.
- Regular updates to parents and sales offices detailing progress, celebrating successes and communicating any concerns.
- Responding swiftly and professionally (in line with school guidelines) to any parental or sales requests regarding any student in their care.

INTERNATIONAL BOARDING – The post holder is responsible for contributing to students' academic and personal development within the context of a boarding school setting. This will include:

- Promoting the successful integration of students from diverse nationalities into a cohesive student body.
- Being suitably trained in regulatory requirements and best practice for boarding schools.
- Supporting at events outside of the school day and at weekends where necessary.
- Holding the emergency phone for, on average, one week in seven; being primary contact for boarding staff and host family emergencies outside of the school day during that time.

COMMERCIAL SUCCESS - The post holder is responsible for contributing to the on-going commercial success of the school through liaison with sister schools and our colleagues internationally by:

- Being available for regular discussions with EF Academy colleagues around the world, facilitating close working relationships between the Pathway Managers and their respective markets.
- Being available to coordinate and facilitate visits from current and prospective families.
- Ensuring a consistent and proactive approach in the team's efforts to retain students;
- Visiting markets around the world to speak directly to parents, students and colleagues to promote EF Academy and the school.
- Visiting sister schools and being available to attend management meetings in the UK and abroad as required.

In addition to the above responsibilities shared by all Pathway Managers the SENIOR PATHWAY MANAGER will, as a senior middle leader in the school, lead and coordinate the Pathway Manager team through:

OVERSIGHT OF PATHWAY MANAGERS' PRIORITIES - The post holder is responsible for unifying the team and helping to deliver excellent outcomes through:

- Producing regular (at least termly) schedules outlining key objectives as required to meet the demands of the academic year.
- Holding regular meetings to discuss emerging issues as well as standing agenda items.
- Ensuring that Pathway Managers are aware of, and able to achieve, KPI goals, offering direction and guidance as necessary.
- Oversight and monitoring of whole-school attendance, including ensuring compliance with our Children Missing in Education Policy.
- Coordination and oversight of the school's counselling provision.

REPRESENTING PATHWAY MANAGERS – The post holder is responsible for being the voice of the team at a senior level through:

- Attending as often as necessary SLT meetings whilst relevant topics are discussed.
- Raising to SLT any emerging issues that warrant consideration.
- Providing a report to the Executive Committee as required.
- Representing the Pathway Manager team in discussions with other key departments with EF Academy, for example Central Admissions, marketing, IT/systems support etc.
- Creating a fortnightly newsletter to communicate key messages to parents/carers and EF Academy offices.

STRATEGIC APPROACHES – The post holder is responsible for contributing to the school's continual improvement through:

- Liaison in a senior capacity with fellow middle managers to ensure that all parties are driving successful student outcomes.
- Assessing and developing systems to support student safety, success and wellbeing.
- Providing advice to SLT as to examples of best practice in our sister schools as well as in other relevant educational settings.
- Acting as one of our Deputy Designated Safeguarding Leads (DDSL).

Associated terms and conditions

The post holder is expected to meet with students regularly and to take an active and on-going professional interest in the lives of our students. As a result of this commitment the post holder can expect the full-time contract to allow for flexible working patterns, including evenings and weekends as required.

The remuneration for this position will be £40,000 per annum.

Holiday entitlement:

In recognition of the post-holder's commitment to life in an international boarding school setting, the holiday entitlement has been designed to ensure an appropriate balance between the busy demands of working in our context and our desire to ensure the post holder is well rested and 'looked after' in the role.

The post holder will therefore be entitled to:

- 3 weeks holiday during the school closure at the end of term 1. During the first week of this holiday you may be required to visit international markets.
- One week holiday during the spring break.
- One week holiday during the school closure at the end of term 3 (late June).
- 3 weeks holiday during the remaining 9 weeks of the summer break (this will be agreed in collaboration with your Line Manager to ensure we are able to continue to effectively monitor and support our summer IAP programme).
- We will also endeavor to provide working from home arrangements where possible, for example at times during our 3 enrichment weeks.