

# WELLINGTON COLLEGE



## Job Description

<b>Job Title:</b>	International Director
<b>Date:</b>	Spring 2018
<b>Department:</b>	Wellington College International Ltd
<b>Reports To:</b>	WC Master and Group Finance & Operations Director / WC Bursar
<b>Responsible For:</b>	n/a

### Purpose of the Position:

To manage and grow WCI's contracts for international franchised schools, ensuring that these enhance the reputation of WC as a family of first rate schools and are commercially successful.

### Departmental Information

The senior employee in WC's international subsidiary, WCI Ltd.

### Main Tasks and Responsibilities:

- Filter new approaches, assess potential partners, oversee due diligence
- Negotiate contracts for schools
- Assist partners in start up operations by providing expert guidance
- Represent WCI on international school Boards
- Identify and recruit additional Board members to take WCI seats
- Conduct annual inspections, including leading the teams and follow up implementation plans and changes
- Assist with recruiting Heads to international schools
- Act as main liaison point for partners

The role reports to the Master of WC for the quality and overall reputational success of the franchised schools and to the Group Finance & Operations Director / Bursar for the commercial success of WCI.

Extensive travel is expected.

### Person Specification:

#### Education Attainment Degree level

#### Essential Experience

- Schools management and leadership
- International education
- Commercial management

#### Desirable Experience

- Headship
- Franchises
- Contract negotiation
- Teaching and learning

### Knowledge & Experience

To some extent the role can be shaped to the individual's skill set but the key is that this is a senior role where the person is seen internally and externally as the credible and empowered lead in WC's international schools business. It is likely that the person will have held senior roles in schools in the UK

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independent sector and internationally and will have had experience of managing the establishment of new international schools.

## **Skills and Special Aptitudes**

- Strong appreciation of UK public school education
- Excellent communicator, able to communicate at all levels
- Highly numerate and financially aware
- Highly organised and able to prioritise workload
- A self-starter with high capacity for independent working; self-sufficient

## **Disposition and Personal Qualities**

- Discretion & Diplomacy
- Ability to resolve conflict and to reach “win-win” solutions
- Impartiality of Judgement
- Self-reliance and Self-motivation
- Be adaptable and flexible with working patterns when required
- Discreet and able to maintain confidentiality
- Intellectual

The College reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the College’s business.

In exceptional circumstances, the post holder will be required to undertake other duties and responsibilities of a similar post in order to support workload peaks, skill shortages, to ensure priorities are met. This will be sensitive to available resources and individual skills and will be generally in the same area.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All employees are required to ensure that all duties and responsibilities are discharged in accordance with the College’s Statement of General Policy. They should take reasonable care for their own health and safety and that of others who may be affected by what they do or do not do. Staff should correctly use work items provided by the College, including personal protective equipment in accordance with training and instruction.