

| Role Profile | | | |
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| Role | Executive Principal | | |
| Direct Reports | Senior Leadership Team Members | Reporting To | CEO, Orbital Education |
| Role Purpose | | | |
| To lead and manage the delivery of outstanding educational provision and outcomes at a multi-site school, ensuring continual improvement in student attainment and the school's overall success. Able to work in line with the direction and commercial expectations of the Governing Board, whilst adhering to regulatory, budgetary, quality, and Group standards at all times. | | | |
| Key Accountabilities | | | |
| <p>1. Strategic Leadership</p> <ul style="list-style-type: none"> • Provide inspiring and purposeful leadership for all staff and students across the school sites • Ensure continuous improvement is achieved through the development and successful implementation of an ambitious School Development Plan • Maintain effective partnerships with parents, key stakeholders and the wider community to develop and maintain a vision, ethos and value statement which is fulfilling and engaging for all staff and students, which supports student development and enhances the standing of the school in the community • Deliver consistent key metrics, and analysis, which provides insights, opportunities, and suggested actions to drive quality and growth • Welcome strong governance, supporting and working with the Regional Head of Schools, and the governing board on all aspects of governance • Develop effective relationships with fellow professionals and colleagues in other schools and services, and work collaboratively with other Principals within the group to understand and implement best practice, share ideas, and develop initiatives to improve academic and pupil outcomes <p>2. Teaching and Learning - Ensure excellence which delivers outstanding outcomes for children across the school</p> <ul style="list-style-type: none"> • Create an environment and set expectations which promote excellent teaching, effective learning, and high standards of achievement and behaviour at all levels • Ensure relevant policies, procedures and systems are in place to support teaching and learning, and these are fit for purpose. High standards and expectations should pervade across all policies to ensure standards are embedded, implemented, and maintained • Engender a safe, calm, and well-ordered school environment for staff and pupils alike, with focus on safeguarding pupils, and developing exemplary behaviour within the school and wider community • Lead the establishment of a curriculum and extra-curricular programme which supports the vision and mission of the School and exploit the outstanding facilities and opportunities afforded by the site & location • Monitor and evaluate quality of teaching and learning to improve student achievement, using assessment data to drive standards, to inform successful classroom practice, curriculum design & maximum attainment • Establish a culture of openness, ideas sharing, and data analysis, to ensure best practice is shared, relevant research is considered, and data is analysed to realise ongoing improvements <p>3. Operational - Oversee management of capability, capacity and resources, to drive high performance</p> <ul style="list-style-type: none"> • Drive improvement plans across all functions of the school • Ensure relevant policies, procedures and systems are in place & fit for purpose to deliver high performance • Deliver and distribute effective leadership throughout the school, ensuring senior colleagues have distinct roles and responsibilities and hold each other to account for their decision making • Ensure all staff are held to account for their professional conduct, performance, and practice, addressing conduct or performance concerns and valuing excellence • Oversee appropriate resourcing levels to drive quality outcomes and deliver value for money, without compromising outcomes for pupils, leading clear succession planning and coaching current and aspiring leaders to value excellence and realise their potential • Set stretching targets and expectations for all senior leaders and ensure this is replicated to department heads, though accurate and timely performance management/appraisal processes | | | |

- Oversee the admissions process which ensures effective management from enquiries to admission and a positive experience for parent and student applicants
- Ensure regular engagement with parents and the wider community, ensuring all communication platforms are utilised
- Work with the Group Head of IT to assure the integrity of student management information systems, data, and usage, to provide meaningful reporting to the board
- Ensure that training, CPD and development requirements are met which drive value for all and develop all key roles, identifying and nurturing future talent to reach their potential
- Engage the School community in the systematic self-evaluation of the work of the School to inform School improvement priorities, in the context of Orbital Education policy on external accreditation
- Ensure that training, CPD and development requirements are met which drive value for all and develop all key roles, identifying and nurturing future talent to reach their potential

4. Lead a commercially successful school to realise development and improvement

- Deliver financial outcomes in line with budget Key Performance Indicators
- Drive activities that align EBITDA expectations without compromising on quality, working with the Group CFO to prioritise and plan allocation of resources
- Provide key inputs on CAPEX and other expenditure for Orbital Education to prepare annual budgets and longer-term development plans
- Lead on and oversee budget creation, analysing, monitoring and reviewing budget performance and KPIs to report to Orbital Education
- Work collaboratively with the Group Head of Marketing and Admissions to devise and implement an effective local marketing strategy to grow enquiries and enrolments and promote retention
- Identify target markets and key stakeholders within the local community, ensuring that relationships are created and maintained
- Operate appropriate financial control processes and procedures in line with the Delegation of Authorities Manual, with robust and accurate financial controls, in order to manage resources efficiently and effectively and deliver financial outcomes in line with budget KPIs
- Identify, recommend and maximise opportunities to promote which develop the school brand and reputation, and reputation of the wider group
- Ensure all license, leases, contracts, including contracts of employment, filing of accounts, and other legal requirements for the School are up to date at all times and fully compliant with local regulations and best practice

5. Ensure the highest levels of safeguarding, and child protection are adhered to

- Ensure compliance with Orbital Education’s safeguarding policy across all sites, ensuring and governing compliance with all relevant background checks
- Ensure all policies and procedures in relation to Safeguarding, Child Protection and Safer Recruitment are fully implemented and followed by all staff, allocating time and resources to CP training by Educare and overseeing appropriate training of safeguarding practices
- Monitor and ensure quality assurance across all sites in respect of reporting, documentation, compliance, Health and Safety, curriculum, whistle blowing etc
- Act as Designated Child Protection Lead to lead, manage, investigate, and oversee all allegations and complaints, providing decision, making or escalating issues as appropriate

Person Specification

Skills, Knowledge, and Experience

- UK Qualified Teacher Status, degree and post-graduate degree educated (NPQH or other recognised advanced education leadership qualification)
- Experience of Head Teacher at large British style International School– 3-5 years plus, understanding the complexities in managing an International school, and comfortable working with external accreditation
- Commercial education experience in a corporate environment, with an understanding marketing strategies for school promotion and pupil recruitment
- Relevant and up to date experience of developing and delivering a curriculum for pupils of all ages, based upon the English NC

- Experience of balancing the requirements of an international curriculum with curriculum content, standards, and assessments of a national system
- Experienced in promoting and delivering excellence and outstanding outcomes in teaching and learning, developing and implementing a school development plan to achieve measurable improvement
- Proven track record of effective resource management across a large school including managing budgetary and resource requirements while ensuring effective delivery
- Proven experience in developing and operationalising strategic development plans to lead and manage the performance of others
- Experience of leading and managing large scale change while reconciling conflicting priorities
- Experience of turn-around schools with full understanding of all the challenges involved in such a project
- Full professional competence and experience of working in the Spanish language is essential
- Experience of working in Latin America a distinct advantage

Competencies

- **Exceptional Leadership:** Able to build and maintain a range of internal and external stakeholder relationships to obtain buy in and which develop the brand of the school and group
- **Accountable:** Takes ownership and responsibility for decisions and delivers difficult messages in an open, honest, and transparent way, taking accountability for own training / development and the development of others
- **Strong Communicator:** Able to evidence excellent communication to explain issues clearly and concisely in a way which provides information and obtains engagement, drives strategic leadership, empowers, and also actively promotes the school
- **Commercially astute:** Strong commercial awareness in an educational setting, able to deliver against set budgets and assess and plan resource needs for a range of schools
- **Analytical and creative:** with strong decision-making skills and critical thinking and an ability to make robust risk and evidenced based decisions
- **Adaptable:** Able to operate in a highly diverse cultural environment exhibiting a range of practices, assumptions and beliefs
- **Resilient:** Demonstrates resilience to respond to challenge, proactively seeking improvement to find sustainable solutions
- **Manages Risk:** Ability to assess areas of highest risk and build plans to address, which challenge the status quo
- **Corporate:** Comfortable interacting at senior board level.

Able to promote and ensure compliance with Orbital Education’s policies, vision and values, best practice, codes of conduct, and equality and diversity policies.