

Role Profile			
Role	Executive Principal	School	United School International, The Pearl-Qatar, Doha
Direct Reports	Senior Leadership Team	Reporting To	CEO, Orbital Education / School Board
Role Purpose			
<p>To lead the establishment and development of United School International, to become the leading International School in the Doha market and GCC region.</p> <p>The Executive Principal will be responsible for the management and oversight of outstanding and innovative educational provision and outcomes, whilst adhering to regulatory, budgetary, quality, and Group standards at all times.</p>			
Key Accountabilities			
<p>1. Strategic Leadership</p> <ul style="list-style-type: none"> • Provide inspiring and purposeful leadership for staff and students • Ensure continuous improvement is achieved through the development and successful implementation of an ambitious School Development Plan • Work with Orbital Education, staff, parents and students to develop and maintain a vision, ethos and value statement which is fulfilling and engaging for all staff and students • Monitor and evaluate performance, reporting to Orbital Education as set out in the Governance Policy • Maintain effective partnerships with parents, key stakeholders to support student achievement and development, and enhance the standing of the schools in the community • Work collaboratively with other Principals within the Orbital Group to share ideas, develop and implement best practice, and implement Group-wide improvement initiatives <p>2. Teaching and Learning - Ensure excellence which delivers outstanding outcomes for children across the schools</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 • 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 and location • Monitor and evaluate quality of teaching and learning to improve student achievement, using assessment data to drive standards • Ensure that pupil's moral, social, emotional, cultural and educational development needs are met in a safe environment conducive to learning • Work with Orbital Education and other schools within the Group to implement group wide initiatives, in assessment, education technology, curriculum, and professional development, in support of school and Group goals <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 schools • Ensure that resourcing levels are appropriate to drive quality outcomes and deliver value for money • Ensure relevant policies, procedures and systems are in place and fit for purpose • Set stretching targets and expectations for all senior leaders and ensure this is replicated to department heads, through 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 • Devise and implement an effective local marketing strategy working closely with and successfully engaging local communities • 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 • 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 communities in the systematic self-evaluation of the work of the Schools to inform School improvement priorities, in the context of Orbital Education policy on external accreditation
- 4. Lead commercially successful schools to realise development and improvement**
- Provide key inputs on CAPEX and other expenditure for Orbital Education to prepare annual budgets and longer-term development plans for approval by the Board
 - Analyse, monitor and review budget performance and report to Orbital Education
 - Operate appropriate financial control processes and procedures in line with the Delegation of Authorities Manual, in order to manage resources efficiently and effectively and deliver financial outcomes in line with budget KPIs
 - Drive activities that align EBITDA expectations without compromising on quality
 - Oversee a system of robust and accurate financial controls
 - Engage the local community in systematic self-evaluation of the portfolio to inform improvement priorities, and opportunities for external accreditation
- 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 time and resources are allocated to CP training by Educare and staff are adequately trained and understand safeguarding practices
 - Monitor and ensure quality assurance across all sites in respect of reporting, documentation, compliance, Health and Safety, curriculum, whistle blowing etc
 - 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
- Experience of Head Teacher at a large British International School– 3-5 years plus, understanding the complexities in managing an International school
- Relevant and up to date experience of developing and delivering a curriculum for pupils of all ages, based upon the English NC
- 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 or portfolio of schools and provisions, including managing budgetary and resource requirements while ensuring effective delivery
- Proven experience in developing and operationalising strategic development plans to lead and managing the performance of others
- Experience of leading and managing large scale change while reconciling conflicting priorities
- Experience of understanding marketing strategies for school promotion and pupil recruitment
- Experience of working in the GCC
- An understanding of Islam and Arab culture in the GCC
- Experience of start-up schools with full understanding of all the challenges involved in such a project

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, but 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 Board level within organisational cultures. Committed to promoting and ensuring compliance with Orbital Education's policies, vision and values, best practice, codes of conduct, and equality and diversity policies.

Artist Impressions of United School International, The Pearl, Doha

