

JOB DESCRIPTION - Director of the International College

Candidates are expected to spend time looking at the College website www.stclares.ac.uk which provides information about St Clare's and the courses we offer. The Recruitment section provides additional information about the College and the recruitment process.

JOB SPECIFICATION	
Title of Post	Director of the International College (IC)
Purpose of Role	<p>To lead St Clare's International College and to line manage IC leadership team in their year-round functions.</p> <p>To ensure that the IC contributes both to the academic and cultural experience for each learner as well as to the reputation and financial stability of St. Clare's as a whole.</p> <p>To ensure that customer service, sales and marketing at the IC are consistently excellent and that the range of courses offered is responsive to the demands of the changing market.</p>
Department	The International College
Reporting Structure	<p>Reports to the Principal.</p> <p>Line management responsibility for:</p> <ul style="list-style-type: none"> • Director of Studies (Academic), International College • Director of Studies ELT, International College • Operations Director, International College • Activities Co-ordinator, International College • Admissions Registrar, International College • Accommodation and Welfare Officer, International College, who also reports to the Operations Director
Key Responsibilities	<p>MANAGEMENT AND OPERATIONS</p> <ol style="list-style-type: none"> 1. Oversees and takes responsibility for the welfare, discipline, academic progress, development, and experience of all IC students. 2. Provides oversight to ensure the smooth administration of the IC. 3. Analyses the business needs and academic processes of the IC and advises senior leadership on IC development priorities. 4. As part of the senior leadership team, ensures the best integration of the IC and the wider college. 5. Oversees the Operations Director in implementing and maintaining appropriate systems for students' academic, disciplinary, medical, and general records. 6. Manages the support team at the International College: Welfare Officer, Activity Co-ordinator. 7. Oversees and takes responsibility for IC teaching staff, support staff, and for the Welfare and Accommodation Officer and Residential Student Managers. 8. Leads all compliance and inspection required for the IC: safeguarding, Tier 4 licence retention, inspection by all external bodies (e.g. ISI PFE, British Council).

9. Oversees the premises associated with the International College (3 Bardwell Road, as well as IC residences): the repairs and maintenance, health & safety, the management of 'first impressions', handling customer complaints etc. and liaises with maintenance team as required.
10. Ensures the Operations Director issues a full IC calendar which integrates with the other St Clare's calendars, ensuring the annual term and half-term dates coincide appropriately with the IB World School and the Summer School.
11. Oversees the Activities Co-ordinator in managing student extra-curricular activities including approval of arrangements for trips out of class time and in holidays.
12. Leads on sustainability at the IC, ensuring the development and implementation of the IC sustainability plan.
13. Assumes the essential duties of the IC Director of Studies (Academic) in their absence.
14. Membership of:
 - the St Clare's Senior Management Team, to represent the IC.
 - the IC Management Group.
 - the St Clare's Management Information Systems Group.
 - the Welfare Group.
15. Maintains a direct link to developments in the ELT world, including English UK and other, similar organisations.
16. Presents to the Governing Body on matters relating to the IC as required.

ACADEMIC AND COURSE DEVELOPMENT

17. Oversees all courses delivered at the IC.
18. Evaluates the provision of IC courses annually. Ensures the range of courses is responsive to the needs of the market and sufficiently wide-ranging to attract students throughout the academic year.
19. Liaise with the Director of Summer School and Short Courses regarding the provision and development of Adult summer courses and Short Courses.
20. Liaises with the admissions team, the IC Director of Studies (Academic) and DoS ELT regarding academic entry criteria, interviewing and placement tests.
21. Supports and manages the development of online courses.
22. Oversees the work of the Director of Academic Courses.
23. Oversees the IC Director of Studies (Academic) and the DoS ELT to ensure the provision and smooth administration of all external exams.
24. Oversees the IC Careers and University Guidance Service through liaison with the Head of Careers.

STUDENT WELLBEING

25. Takes first line responsibility for safeguarding on all courses at the IC.
26. Coordinates and manages the work of the College Counsellor.
27. Manages the orientation of students on IC programmes.
28. Represents the interests and needs of the community in the Senior Management Team.
29. Has a working knowledge of relevant legislation including the Children Act, Child Protection Act, Human Rights Act, Keeping Children Safe in Education, Health and Safety at Work Act and the legal rights of children.
30. Ensures the College's compliance with the regulatory requirements of the ISI PFE and the British Council.
31. Ensures the whole College Safe Culture is understood and implemented by all IC departments.

MARKETING

32. Supports the Director of Marketing, Admissions and Development with the marketing of all courses offered by the IC; welcoming visitors and making occasional sales trips; managing the development of new courses; advising on pricing policy, commissions.

	<p>33. Supports and liaises with the sales team for all courses offered by the IC: ensuring that the sales team are provided with the details of the courses to market them effectively, and supports the management of enquiries, bookings, invoicing, credit control, and after-sales service.</p> <p>34. Supports the Head of Global Partnerships, the IC Director of Studies (Academic) and the Admissions Registrar in establishing new partnerships with the universities in the US and elsewhere, and new partnerships for recruiting Gap Year students.</p> <p>EXTERNAL RELATIONS</p> <p>35. Communicates with parents on academic and pastoral matters.</p> <p>36. Oversees the handling of the student and parental complaints policy and procedure and keeping appropriate records.</p> <p>37. Takes responsibility for communications with parents including report writing and proof reading and organising the termly IC newsletter.</p> <p>38. Has joint responsibility with the IC Director of Studies (Academic) for Parents' Meeting arrangements.</p> <p>39. Liaises with social services, the police and other external agencies as required.</p> <p>40. Liaises with neighbours of the IC when necessary.</p> <p>HR AND ON-BOARDING</p> <p>41. Supports the HR department to oversee the recruitment of all IC staff in a timely manner ensuring compliance with the requirements of Safer Recruitment.</p> <p>42. Takes responsibility for the induction and training including mandatory training of all IC staff.</p> <p>43. Takes responsibility for the appraisal of direct reports.</p>
TERMS AND CONDITIONS	
Terms of Employment	Full time, permanent contract
Place of Work	St Clare's premises, including at 139 Banbury Road, Oxford, OX2 7AL, and 3 Bardwell Road, Oxford, OX2 6SU.
Hours of Work	<p>35 hours a week worked between 08.30am and 18.00 hours Monday to Friday. Work will be required outside of these times including some work during the evenings and at weekends.</p> <p>The Director of the International College is also expected to attend student activities and events regularly. This work is considered to be part of the normal duties of the role and no time off is given in lieu.</p>
Probationary Period	Six months
Notice Period	Two full terms' notice must be received in writing prior to the start of a term.
Salary / Pay	The salary will be in the Senior Leadership range depending on skills and experience. Salaries are reviewed in September each year.
Holidays	<p>30 days 'annual holiday entitlement, plus bank and public holidays and the period over Christmas when the College is closed.</p> <p>Work on a number of bank holidays will be needed with time off in lieu (the College is usually open for all such public holidays except those at Christmas and the New Year).</p>
Pension	This position will be eligible for membership of a contributory pension scheme.

Life Assurance	The College provides life assurance cover as appropriate to the role.
Meal	A free lunch is provided on working days and when students are in residence.
Additional Benefits	Generous fee reductions of day fees are offered to staff whose children attend the IB World School or the International College.
PERSON SPECIFICATION <i>The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience:</i>	
Education and qualifications	Good first degree at undergraduate level plus PGCE or equivalent, ideally in a subject offered by St Clare's World School (E)
Knowledge, skills and experience	<ul style="list-style-type: none"> • Significant experience in school management (E) • Trained as the Designated Safeguarding Lead (D) • Experienced ISI inspector (D) • Appropriate in-service professional training (E) • Experience working in a multi-cultural environment (E) • Experience working with students aged 15 and over (E) • Experience of accreditation processes, e.g. ISI (E) • Experience constructing and managing budgets (E) • Experience of people management and employee performance(E) • Experience working in a residential school and working knowledge of the National Minimum Standards for Boarding Schools (E) • Experience of recruitment of employees and employee relations (E) • Experience in marketing (D) • Understanding the design of academic courses to meet both student needs and market demand (D) • Experience gained in an international school or with international students (D) • Experience of working overseas (D)
Personal skills and attributes	<ul style="list-style-type: none"> • Strong and effective leadership and excellent management skills (E) • Ability to work efficiently and effectively under pressure (E) • An approachable interpersonal style and a willingness to maintain a visible presence around the IC to build relationships with students and staff(E) • Resilient and resourceful with a strong knowledge of and commitment to high standards of teaching and learning (E) • Ability to inspire and engage students (E) • Excellent presentation, listening and communication skills and the ability to communicate and connect with parents, staff and students (E) • Ability to offer one or more extra-curricular activities to students (D) • Proven delegation skills and the ability to use the skills of all team members effectively (D) • Experience of, and a strong interest in, the active recruitment of students (D) • Keen to take responsibility in a highly delegated management structure (D) • Ability to think creatively and imaginatively in response to challenges and to have a sense of curiosity. (E) • Practise effective and efficient administration (E)

References and Pre-employment Checks

St Clare's is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment and contracts are issued subject to satisfactory references and outcomes on all necessary pre-employment checks including DBS records and establishing the right to work in the UK. Some or all of these checks may have been undertaken before an offer is made.

Under the National Minimum Standards for Boarding Schools, we are required to follow the guidance in Keeping Children Safe in Education and undertake additional checks on employees.

References	Full written references and phone references on quoted references may be obtained before or after interview. One referee must be your current or most recent employer. References must also include the last place of employment where you worked with children or vulnerable adults. References from friends or relatives will not be accepted. Please ensure referees know they will be contacted and will respond promptly.
Identity, right to work and qualifications	Original documents confirming proof of identity, right to work in the UK and relevant qualifications will be required. Note: We have a legal responsibility to ensure that all our employees have the legal right to live and work in the UK. If we make an offer of employment, we will need to check that you are eligible to work in the UK before you start work. If you don't already have the legal right to work in the UK, we strongly recommend that you use the <u>Home Office website</u> to review the legal requirements of working in the UK as this will give you an indication of whether you may be eligible to work in the UK.
Police checks / DBS	Police checks / Disclosure and Barring Service checks will also be undertaken for which employees / prospective employees are required to provide information and consent. Candidates who have lived and worked abroad in the last five years will be required to seek good conduct references, or the equivalent, from the countries in which they worked, as a pre-requisite of employment.
Health questionnaire	Satisfactory completion of a health questionnaire.
Prohibition order checks	Prohibition order checks will be carried out for all teaching positions, including a check of any sanctions or restrictions, and for senior management positions as appropriate.
HOW TO APPLY	
Applications	Applications must be made using the College's standard application form which can be found on the College website at www.stclares.ac.uk/recruitment CVs will only be accepted if accompanied by a St Clare's application form.
Email	Applications should be submitted by email to recruitment@stclares.ac.uk
Post	Alternatively, send to: Recruitment, HR Department, St Clare's, Oxford, 139 Banbury Road, Oxford, OX2 7AL
Contact us	Email: recruitment@stclares.ac.uk Tel: 01865 552031
Deadline for applications	Friday 24th February 2023