



REPTON
INTERNATIONAL

DIRECTOR OF OPERATIONS
Information Pack

Repton International Schools Ltd.



About Repton International

Established in 1557 through a bequest by Sir John Port of Etwall, Repton School remains one of the historic public schools of England. With over seventy percent boarders, boarding remains at the heart of the School's character, as does sport, with many pupils and alumni having represented at national and international level in Cricket, Hockey, Tennis, Football and Swimming. Academic results, university placements and, in particular, value-added outcomes are excellent. The School's values of Truth, Wholeness, Excellence and Respect underpin all we do.

There are currently seven schools established as part of the Repton International Schools Ltd (RISL) group: four in the UAE, one in China, one in Malaysia and one in Egypt, with another three schools planned to open within the next three years. The family of international schools currently educates over 5000 children.

RISL exists as a wholly owned commercial subsidiary of Repton School, and the Managing Director reports to a board of directors made up of current and former governors of Repton School, as well as Repton (UK) Chief Executives. The purpose of RISL is to gift income from the international school projects to Repton School in order to help fund bursaries. Please see our website for more information on our schools: www.reptoninternational.com

Through close and collegial relationships with our partners and the leaders of our international schools, RISL strives to ensure that the quality and character of education at our partner schools mirrors that of Repton (UK), and we seek constantly to find authentic points of connection and collaboration: not just between Repton (UK) and the international schools, but between all schools in the Repton family.

This is an exciting time for RISL, with the opening of three schools in the pipeline we continue to seek further opportunities both internationally and closer to home; the further development of our existing EdTech offering is another important element to our future plans.



Repton UK



Repton Al Barsha



Duties and Responsibilities

1) Establishment of new schools

- Work with partners to support them in school licensing processes to obtain regulatory approvals as required in the territory.
- Provide advice on the facilities required by Repton schools to include (but not limited to) academic, sporting, pastoral, scientific, administrative, performing arts, catering and IT facilities.
- Provide a detailed facilities brief based on school size and occupancy, and liaise with partners and architects in developing the brief to finalise requirements.
- Provide manuals relating to specialist facility requirements to expected Repton standards and compliant with UK design guides (where relevant) for such facilities.
- Work with partners and appointed architects in school design, layout, traffic flow and interior design, ensuring that the building(s) complies with health and safety standards and applicable codes and fulfils its educational purpose.
- Provide a detailed project plan and critical path of all deliverables required for a successful school launch. Monitor the progress and delivery of the plan and provide partners with assistance and support as required.
- Advise on and provide policies, processes and related documents for the operation of the school's admissions office(s), including design and content of the admissions packs, and the processes and procedures for assessing pupils for admission to the school.
- Advise on, and provide lists of age-appropriate furniture and associated equipment required for school set-up, including that required for specialist facilities such as, but not limited to, Science, Art and DT, ICT, Physical Education and Sport, and libraries.
- Provide lists of educational resources to enable delivery of a high-quality curriculum. These to include textbooks and published schemes for all subjects, reading and phonics schemes, library books, play equipment and teaching resources such as science and art supplies and equipment, PE and sports equipment etc.
- Advise on academic and administrative manpower for pre-operation and start-up of Repton schools and provide guidance and support in recruitment of staff.
- Advise on budgeting for school start-up and provide estimates of costings for manpower, resources etc.
- Assist, as required, in the recruitment of key staff members, including the Principal and other members of the SMT and the Director of Admissions, and participate in recruitment of teaching staff as necessary.



Duties and Responsibilities

1) Continued

- Provide examples of staff contracts of employment to ensure salary and benefits are attractive to high quality staff, are internationally and locally competitive, and aligned to the premium status of the school. Work with partners in developing a salary scale for staff that meets the above criteria.
- Provide job descriptions for academic staff and administrative staff as required.

Take an active role in the establishment of all systems and processes relating to safeguarding and child protection, including health and safety and risk control.

- Work with school leaders on curricula and course outlines as appropriate including:
 - Curriculum design and implementation
 - Preparation of the School Improvement Plan
 - Teaching and learning strategies
 - Use of academic student data (and relevant platforms)
 - Timetabling
 - Schemes of work
 - Extra-curricular strategies
 - Appraisal and performance management
 - Marketing (domestic and international)
 - IT, specifically MIS
- Work with school leaders to advise on accreditation by the Council of British International Schools and/or other accrediting bodies.



Repton Dubai



Duties and Responsibilities

2) Established Schools

- Lead or participate as a team-member in Quality Assurance Visits (QAV) to RISL schools.
- Ensure clear direction is given to each school for child welfare, including the implementation and annual review of the child protection and safeguarding policy in line with KCSiE, aligned to local safeguarding approaches and regulations.
- Ensure that the procedures and curricula of the schools correspond to RISL standards and international best practice through regular/ongoing monitoring of outcomes, policies and procedures.
- Serve as a governor of RISL schools as required and, through the board of governors, provide advice relating to any key strategic decisions required for the school.
- Attend significant events at schools as required.
- Attend regular meetings with school leaders to advise/guide in the management of the school and to monitor academic provision, quality of learning and teaching, safeguarding, pastoral care and health and safety, staff appraisal and performance management, school development plans, policies and documentation, and preparation for inspection.
- With other members of the RISL team, oversee/participate in the annual appraisal of school leaders.
- Assist in facilitating links between the schools in the RISL family, including through the use of Education Technologies (EdTech).
- Provide on-going assistance recruitment of teaching and non-teaching staff as necessary.
- Provide advice to the school management team in preparation for local inspections by regulatory/accrediting bodies or examination organisations.
- Contribute to, or lead, staff training as required in partner schools.
- Provide ongoing assistance and quality control in the areas of marketing and admissions.

3) Data Protection

- Fulfil the role of Data Protection Officer for RISL, maintaining the GDPR policy and ensuring compliance with current GDPR laws and practices.



Person Specification

Qualifications

- Bachelor's degree from a reputable university
- Master's degree (particularly in Education or Business Administration) would be desirable

Experience

- Significant educational leadership experience (commercial experience would be desirable)
- Demonstrable success in developing and implementing strategic plans
- Evidence of the ability to build strong relationships with a range of stakeholders
- Experience or demonstrable understanding of high-quality governance
- Evidence of leading and developing high-performing teams
- Experience of the international education sector would be desirable
- Experience of the UK independent education sector would be desirable
- Experience of compliance and accreditation processes would be desirable

Skills and Qualities

- Excellent interpersonal skills, including the ability to relate well to people on all levels and of different cultures, to resolve conflicts in a sensitive manner, to encourage, persuade and motivate
- Ability to work effectively as a member of a leadership team, to show initiative, determination and imagination
- Excellent organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines, managing competing priorities
- Strong analytical and problem-solving skills
- Effective, proactive and energetic in instigating and implementing school improvement
- Ability to see through complex strategies from concept to conclusion
- Ability to maintain a high work rate and to manage a range of tasks and issues at the same time
- Excellent spoken and written English
- Good financial and commercial acumen
- An eye for detail and an understanding of the legislative and compliance frameworks for independent and international schools.



Information for Candidates

The RISL Director of Operations will report to the Managing Director and will have portfolio responsibility for one or more schools, as well as supporting a number of areas of educational and operational delivery across the group. Participation in or leadership of Quality Assurance Visits to RISL schools will be an important element to this role and therefore regular international travel will be an expectation.

A background and significant experience in teaching (whether at Primary or Secondary level) will be essential to this role; the successful candidate will have senior leadership experience in schools: international experience will be an advantage.

Hours and Annual Leave

Contractual working hours are 8am to 5pm. However, this is a senior position with the expectation that hours worked will match the requirements of the role. Annual leave allowance is 25 days per year, plus Bank Holidays and Christmas closure.

Salary

Competitive salary and membership in RISL's Pension Scheme (AEGON).

Start Date

September 2022, or earlier if possible

**RISL reserves the right to vary the responsibilities of the role as needs change and opportunities arise.*

The closing date for applications is 12pm (GMT) Thursday 27th January 2022. Interviews will take place in the week beginning 31st January 2022.



Repton School is committed to safeguarding and protecting the welfare of children.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and The Disclosure and Barring Service.



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reptoninternational.com