



Job Description

Job Title:	International Director
Date:	November 2021
Department:	Wellington College International Limited
Reports To:	Senior International Director
Responsible For:	The post-holder is responsible for supporting the Senior International Director in leading and managing Wellington's international schools business in Asia.

Purpose of the Position:

To be the WCI lead for WCI schools and business in the region. To support existing and new partners in delivering outstanding schools that are distinctively Wellington. The successful candidate will be based in the UK (WCI Office in Crowthorne), but must be willing to travel extensively to Asia.

Main Tasks and Responsibilities:

Academic (School Operations)

- Act as main liaison point for partners in region
- Represent WCI on international school boards, as agreed
- Identify and recruit additional Board members to take WCI seats at designated schools
- Ensure high quality governance support and structures of WCI schools
- Organise Annual Reviews (inspections), including leading the teams and providing quality recommendations for school improvement.
- Assist with recruiting Masters and Bursars for positions within international schools
- Ensure WCI fulfils its contractual obligations regarding providing professional consultancy support to our international partners
- Define and lead strategic approach to provide scalable professional support, guidance and connections to existing partners across all areas both from TWC and the network itself
- Assist partners in start-up operations by providing expert guidance
- Support with expert guidance and training in all aspects of school operations
- Review, monitor and update Quality Assurance mechanisms
- Develop WCI Manual for new and existing schools
- Investigate alternative ways in which WCI can meet its aspirations be a valued partner.

Commercial (Business development)

- Identify new partners and markets for potential growth of WCI business
- Filter new approaches, access potential partners, oversee due diligence
- Identify and develop new academic management/operating models to support growth of WCI business



Person Specification

Educational Attainment:

Essential:

- Educated to degree level
- Postgraduate teaching qualification

Desirable:

- Masters in Educational Leadership (or evidence of similar professional development)
- Second language

Essential Experience

- Significant experience in a leading, ideally independent school, covering 3-18 age range
- Significant experience in international education
- Knowledge of compliance and accreditation processes
- Demonstrable evidence of understanding and implementing of high-quality governance
- Excellent track record in delivering ambitious targets, both educational and financial
- Evidence of building excellent relationships with stakeholders
- Evidence of leading and developing high-performing teams
- Knowledge and experience of strategic planning processes

Desirable Experience

- Knowledge of working in Asia
- Knowledge of setting up a new school
- Experience of working in UK Independent School
- School inspector
- School Governor
- Business development

Skills and Personal Qualities

- Self-motivated and able to work alone without direction
- Adaptable and flexible with working across different time zones
- Excellent communication skills to enable effective dialogue with colleagues, staff, visitors and where applicable, pupils
- Organised and self-motivated, with a proven record for meeting targets and deadlines
- Able to perform well and remain professional whilst under pressure
- Dedicated team-player, who strives for excellence and leads by example
- Tactful and discreet, whilst mindful of observing Safeguarding and professional standards
- Displays a smart and professional appearance, representing the College in a positive manner
- Reliable and stable
- Well-developed problem-solving skills
- Enthusiastic, with an eagerness to learn new skills and a commitment to personal continuous professional development
- High level of accuracy and attention to detail
- Committed to contributing towards the College community
- Good numeric and computer skills (Microsoft Word, Excel and Outlook essential)



Essential Values, Behaviours and Attitudes

All employees are expected to actively promote and demonstrate the five core values of the College:

- Kindness
- Integrity
- Respect
- Responsibility
- Courage

In addition, the College expects all staff to show ambition and display curiosity both personally and professionally.

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 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 Health and Safety 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.