



BISHOPSTROW COLLEGE

A pathway to excellence

Principal - Job Description

Reporting To: Directors

Responsible For: The efficient and effective running of the academic, pastoral and some operational aspects of the College, its students and staff.

Summary: The Principal has overall responsibility for the management and leadership of the College's academic activities and pastoral care, including adherence to the core compliance requirements, as well as supporting, leading and managing engagement with external stakeholders, including parents, agents, schools and other bodies.

Key Responsibilities

The list of the main duties below is a brief outline of the key areas of responsibility.

1. Development of the College

- Ensure that the vision and values of the College are sustained and developed and that excellent relationships between staff, students, agents and parents and between the College and destination schools (including partner schools) are a continuing priority.
- In conjunction with the College's Senior Management Team, review and develop the College's Development Plan, including educational improvement plans and obtain the support and commitment of the Directors and staff to its continuing implementation.
- Review and maximise the use of existing and new facilities at the College, in line with the College's 5 Year Strategic Plan.
- Constantly seek ways to improve and develop the College and make recommendations to the Directors, as appropriate.

2. Provision of Academic and Educational Leadership and Management

- Provide strong leadership and management to the whole College community, overseeing and supporting the continued development of the College's programmes and curriculum, informed by high standards and implementation.
- Keep abreast of all Department for Education/OFSTED, ISI, British Council and UKVI policies and policy changes and ensure that all required arrangements are in place to facilitate inspections of the College. Ensure that the College improves its record from inspections from ISI and the British Council (under the Accreditation UK Scheme).
- Oversee procedures relating to the assessment and reporting of the performance and progression of students and ensure high standards of behaviour.
- Ensure that lessons and activities delivered by staff across the College provide appropriate challenge for all students, relative to their individual needs for both ELT and other academic subjects.

Bishopstrow, Warminster, Wiltshire, BA12 9HU, England.

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- Review and support the development of course structures, timetables and study/learning strategies to ensure that students maximise their opportunities to secure entry to their target destination school.

3. Provision of Excellence in Pastoral Care

- Perform the role of Designated Safeguarding Lead (multi-agency trained) if and when required. Ensure all staff, contractors, volunteers etc. have appropriate safeguarding and health and safety training and support and that they keep their safeguarding responsibilities front-of-mind at all times.
- Keep abreast of all BSA, Department for Education/OFSTED, ISI and Wiltshire Council pastoral changes, advice and discussions, ensuring that the College is fully compliant and that all staff are kept abreast of actual or potential changes and training requirements.
- Manage any pastoral issues that students might have, with boarding staff involvement and support as appropriate.
- With the Head of Boarding and Head of Sports, support and continue to develop the programme of extracurricular activities, including sport, drama, arts, music, excursion and other leisure activities.
- Ensure the security, safety, well-being and positive engagement with College programmes of all students, whilst in the College's care.

4. Compliance

- Ensure that the College works within the legislation and guidance pertaining to independent schools and boarding schools, including The Education (Independent School Standards) regulations 2014, National Minimum Standards, British Council and UKVI standards and other statutory guidance with regards to employment and health and safety.
- Ensure consistent monitoring of the College's compliance requirements, with particular focus on the educational, PSHE, welfare, safeguarding, health and safety, staff areas and all related training and support needs, not covered elsewhere (in this Job Description).
- Prepare and monitor or implement, as appropriate, action plans to improve and develop the above areas in particular.
- Develop and review policies and procedures to continually develop the College with the Senior Management Team.

5. External Engagement

- Oversee and conduct holistic student screening and interviewing, ensuring that only students that the College is able to properly and fully provide for, given the needs of all other students, are admitted.
- Monitor the progress of students, both overall to ensure academic development and results remain strong, as well as for specific students who may require more individual oversight.

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- Ensure and actively support and demonstrate excellent communication with agents and parents on the progress and welfare of students/their child, both directly (face-to-face) and indirectly (via emails, phone calls, through Individual Learning Plans etc.)
- Develop and maintain positive relationships with the destination schools that the College's students progress on to, including an understanding of selection procedures for international students. Support the Directors, Registrar and Director of Marketing and External Relations in the development of additional Teaching Partnership agreements with schools.
- Liaise with these schools to ensure that the progression of the College's students is as smooth as possible, including tailored examination preparation, interview readiness, visa requirements etc.
- Support the Directors in the development of relationships with industry associations (e.g., ISA, ISBA, BAISIS) and government agencies.

6. Recruitment, Retention and Development

- With the Director of Studies, ensure robust teacher recruitment. Ensure all staff undergo full induction procedures, with follow-up monitoring as necessary, particularly with respect to safeguarding, welfare and health and safety requirements
- Provide overall leadership of all staff within the College, building a sense of involvement as a 'whole College' staff team.
- Contribute towards the development of a strong, cohesive and proactive Senior Management Team.
- Build a culture of continuous professional development and ensure appropriate performance management is in place for staff and that effective remedies are available, where performance falls short of required standards.
- Ensure that any assessment of the performance of teaching staff is considered alongside their students' academic results.
- Motivate staff, ensuring employees are engaged and appreciated as they contribute to the College's achievements and students.
- Line manage the following staff:
 - Director of Studies;
 - Head of Boarding;
 - Deputy Head of Boarding;
 - Head of Sports/ Matron;
 - Head of Catering; and
 - Head of Housekeeping.

7. Strategic Planning and Financial Management

- Support the Directors in the development of the College's overall vision, 5 Year Strategic Plan and College Development Plan.

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- Support the Directors to ensure the appropriate deployment and overall management of all resources (financial, human and physical) across the College in support of the implementation of the College's overall vision, 5 Year Strategic Plan and Development Plan.
- Be responsible for the academic and pastoral management of the College and be accountable to the Directors for the use of all funds and resources made available to it within the budgets set by the Directors.
- Manage, monitor and review the range, quality and quantity of these resources in order to improve the quality of learning and teaching at the College and secure efficiency and value for money, keeping the Directors informed of any surpluses or deficiencies.

8. Other Duties

- Chair regular academic and boarding meetings and one-to-one meetings with line reports.
- Represent the College with students, staff, parents, agents and destination and partner schools, working flexible hours as necessary by the nature of the College.
- Work and support, as appropriate, senior colleagues at other schools and colleges within the Inspiring Futures Ltd 'group'.
- Teach and/or provide teaching cover, as and when required.
- Perform ad hoc duties as they arise from time-to-time.

This Job Description is not to be regarded as exclusive or exhaustive and, will be amended from time to time, in the light of the changing needs of the College.

All College staff are expected to:

- Regularly review own practice, set personal development targets and take responsibility for their own continuous professional development.
- Support and contribute to the College's responsibility for safeguarding students.
- Work towards and support the College vision and objectives.
- Carry out the work of the College to the best of their ability, displaying initiative and enthusiasm.
- Support colleagues and their work.
- Work within the College's health and safety policy to ensure a safe working environment for all staff, students and visitors.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, guardians, parents, agents and colleagues.
- Adhere to the College's policies and procedures.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff, visitors, parents and volunteers to share this commitment.

January 2019

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