

Inspiring Futures Education International Recruitment Officer

Full-time, year-round to start ASAP.

Inspiring Futures Education ('IFE') is seeking to appoint an International Recruitment Officer.

The successful candidate will be responsible for international recruitment in one of the following regions - South East Asia, CIS or West Africa - and will have a pivotal role to play in ensuring we achieve our growth expectations at the IFE colleges, namely Bishopstrow College and Padworth College, and beyond.

The successful candidate will be part of a team of International Recruitment Officers in key international source regions globally and will be managed by the Director of Global Engagement. S/He will report directly to the Director of Global Engagement.

This is an exciting time in IFE's development. Established in March 2014, as a platform in the international education market, IFE acquired Bishopstrow College in August 2014 and Padworth College in October 2018. Established in Warminster, Wiltshire in 2006, Bishopstrow College is a leading independent international boarding school, offering English language and academic pathway programmes to international students, aged 7 to 17 years. Established in 1963, Padworth College is a leading independent boarding and day school, offering academic programmes (I/GCSE, A Level and NCUK International Foundation Year) to prepare international and British students, aged 13-18 years, for entry to top universities.

The Directors of IFE have ambitious plans for growth at both colleges. Bishopstrow College currently has c.70 boarding students enrolled per term (FTE basis), with capacity for up to c.100 boarders. Enrolments range from c.60 students in Term 1 to c.90 students in Term 4. Padworth College currently has c.60 students enrolled (c.80% international). The College's Vision 2025 is predicated on growth to c.150 students over the next 5 years.

At both Bishopstrow and Padworth, growth is expected to come from:

- Existing key source markets globally, plus new markets, underpinned by the development of existing and new agent relationships;
- The launch of new programmes, such as the NCUK International Foundation Year at Padworth;
- The development of relationships with destination schools (Bishopstrow) and local feeder schools (Padworth);
- Partnerships with schools overseas; and
- Growth in the number of direct applications, as a result of ongoing investment in digital marketing.

Both Colleges re-opened in September, with online provision being offered alongside face-to-face delivery. Further development and promotion of Bishopstrow Online and Padworth Online represent new growth opportunities currently outside the Strategic Plans, as does the launch of a Summer School at Padworth.

Bishopstrow College

Founded in 2006, Bishopstrow College is a leading international boarding school offering English language and academic pathway programmes to prepare international students, aged 7-17 years, for entry into top boarding schools in the UK and overseas.

The key programmes are:

- Junior College Programme (Key Stage 2): Ages 7-11;
- Middle College Programme (Key Stage 3): Ages 11-14; and
- Pre-IGCSE / IGCSE Programme (Key Stage 4): Ages 14-17.

The College's programmes revolve around English language and academic preparation, plus preparation for boarding. Students normally progress to some of the UK's leading boarding schools.

The College operates an innovative four-term academic year, with students enrolling in September, January, March and June. Students can enrol for as little as one term up to a year. A five-week Academic Summer Programme is offered during Term 4, with two start dates. Whilst most referrals are from agents, the College also benefits from referrals from 'destination schools', with c.100 Teaching Partnerships in place to offer a combined Tier 4 (Child) visa combining the pre-sessional course at Bishopstrow and the main course of study at the partner school.

Students are drawn from up to 20 countries, including China, Russia, Thailand, Japan, Kazakhstan, Hong Kong and Ukraine. The majority of students continue their education at a mainstream boarding school, gaining entry to some of the UK's top schools and colleges, including Bradfield College, Charterhouse, Kingswood, Port Regis, Prior Park College, St George's Ascot, Summer Fields and The Dragon School.

In addition to English language provision, all students study a broad mainstream subject curriculum, including History, Geography, Mathematics and Science. There is also an active sports and activities programme, with a variety of clubs offered and daily sports, plus weekend trips and excursions.

The College achieves outstanding value added via small-group teaching (maximum of 8 students for English and 12 for subject teaching), regular assessment and outstanding pastoral care. All students reside in one of the College's boarding houses, which consist of Barrow House on the main campus, Riverside House and Mandalay House, both across the road from the main campus and Adhelms, the senior boys' house, which is located a short distance from the College. From time-to-time, a small number of day students are also enrolled.

In 2019/20, the College achieved 100% success in IGCSEs, with 45% of candidates achieving A*-A grades. The College also has an enviable track record of success in the Cambridge English Language Assessment examinations, with 100% pass rate in the Key English Test (KET), Preliminary English Test, (PET) and First Certificate in English (FCE) over the past four years.

Bishopstrow College is a vibrant community of hard-working international students, who are supported and inspired by highly qualified, experienced staff in a pleasant, well-resourced campus located in the village of Bishopstrow. The College occupies an 8 acre site, on the edge of Warminster, a traditional market town, close to the historic cities of Bath and Salisbury, about 90 minutes' drive from the outskirts of London.

Padworth College

Inspiring Futures Education and its schools, Bishopstrow College and Padworth College, are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Padworth College was established in 1963 by Oxford University tutor, Peter Fison and a group of Oxford dons, whose vision was to bring Oxford's educational philosophy of tutorial teaching to school-level education. Originally a sixth form boarding school for girls, the College became co-educational in 2005. Today, Padworth offers a well-rounded academic and co-curricular programme for students aged 13 to 18:

- Year 9: Standard British Curriculum.
- Years 10 and 11: I/GCSE.
- Years 12 and 13: A Level and NCUK International Foundation Year programme.

The College is a boarding and day school, providing an excellent preparation for entrance into top universities in the UK.

Padworth has capacity for c.100 boarders and c.20 day students. Historically, about 70% of enrolments have related to students in Years 12 and 13, with a similar mix in terms of international students (c.80%) and domestic students (c.20%). Students are enrolled from up to 30 countries.

Like Bishopstrow College, Padworth provides a highly tailored academic programme. Individuality is celebrated through the College's highly differentiated learning approach. Students are encouraged to be who they are, develop their own personality and explore their strengths and weaknesses. Against this background, the College's educational philosophy is based on:

- Helping students to gain a deep understanding of their subjects and to develop the skills required to apply their knowledge to different contexts;
- Enabling students to learn how to think, make sound judgements and respond to questions and challenges – i.e., to be active learners;
- Allowing students to pursue their individual academic interests within the context of their subject to develop their independence and joy of learning; and
- Nurturing a close relationship between student and teacher to support each student's overall personal development.

Outside the classroom, boarding at Padworth, with its strong focus on pastoral care and student welfare, ensures that there is a balance of academic study alongside recreational and social activities. Welfare and Student Services were highlighted as an Area of Strength in the most recent Accreditation UK inspection by the British Council, which was conducted in May 2018.

In 2019/20, the College achieved 100% success in I/GCSEs, with 54% of candidates achieving Grades 9-6 and 84% achieving Grades 9-4. In A Levels, 56% of candidates achieved Grades A*-B.

The College operates from a 11-acre site, south of Padworth village and approximately 2 miles off the A4 arterial road linking Reading with Newbury, with good rail links to Aldermaston station just a few minutes away. The College itself lies approximately 9 miles to the east of Reading. The site incorporates the original Grade 2* listed Georgian country house, Padworth House, which has since been converted to a college, extended and adapted to suit, plus a number of extension buildings of varying ages, including student accommodation blocks and the teaching block. Other facilities include tennis courts and an outdoor heated swimming pool. The site also includes a pond and areas of woodland.

Both Bishopstrow and Padworth are registered with the Independent Schools Inspectorate and are accredited members of the Independent Schools Association and the Boarding Schools Association. They are also accredited by the British Council for the teaching of English (to international students) in the UK, under the Accreditation UK Scheme and are members of English UK. In addition, Bishopstrow is a member of BAISIS and Padworth is a member of CIFE.

Job Description

Reporting To: Director of Global Engagement

Key Duties and Responsibilities

Training will be provided and it is not expected that candidates will have prior experience in all aspects of the role specific to the school sector.

Specific country markets will be allocated and all members of the team may be required to support IFE's new markets.

- Working closely with the Director of Global Engagement, deliver on the agreed recruitment strategy and enrolment targets for the assigned markets.
- Be responsible for own market development.
- Undertake solo (or accompanied) international recruitment trips to recruit students for the IFE colleges. Visits will incorporate agent training and school visits, where appropriate. It is envisaged that the primary focus in Year 1 would be Kazakhstan, Russia and Ukraine (for the CIS IRO), Hong Kong, Indonesia, Japan, Malaysia, South Korea, Taiwan, Thailand and Vietnam (for the South East Asia IRO) and Nigeria and Ghana (for the West Africa IRO)
- Attend organized education recruitment events for your own markets or in support of others.
- Develop marketing initiatives beyond visits/trips to support agent engagement, direct student recruitment and wider branding with key influencers (schools, embassies, etc.)
- Counsel and prepare prospective students for interviews with the IFE Principals, in the context of the admissions criteria at each college.
- Maintain accurate records of interviews and meetings with agents, parents and other stakeholders. Collate all associated documentation on the CRM record.
- Provide support and cover for travelling colleagues and maintain accurate records in the CRM.
- Undertake conversion activity of potential students and parents, through discussion and education advice. Utilise the CRM system to record activity and improve communication strategies.
- Develop a portfolio of international contacts (agents, schools, influential family members) through ongoing contact with international students, once they have commenced their studies in the UK.
- Help train, manage and update the international agents that s/he works with and share best practice with colleagues.
- Assist the Directors of Studies/Principals in resolving issues that involve parental or agent contact, such as debt collection, school reports or disciplinary matters.
- Advise international students who attend Open Days and take an active role during induction and arrival sessions.
- Be fully conversant with UKVI sponsorship and compliance requirements and support the admissions and compliance teams at IFE colleges during the Tier 4 visa issuance process (e.g., documentation collation).
- Work with colleagues at IFE in developing market intelligence resources, agent information and contracts.
- Actively undertake and report back market research and market insights that identified opportunities for IFE colleges to market their programmes and related services.
- Engage with other potential partners (e.g., NCUK, British Council, British Embassy sponsors) with a view to raising the profile of IFE colleges in market.
- Assist in the development of marketing materials, website content and social media.

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 IFE.

All IFE staff are expected to:

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

Person Specification

	Essential	Desirable	Basis of Assessment
Qualifications	<ul style="list-style-type: none"> Qualifications to degree level 	<ul style="list-style-type: none"> Marketing qualification 	<ul style="list-style-type: none"> Application Form Certificates
Experience	<ul style="list-style-type: none"> Previous work in an international educational environment 	<ul style="list-style-type: none"> Student recruitment Experience of helping students with UCAS applications Experience working with international students Marketing experience 	<ul style="list-style-type: none"> Application Form Interview References
Skills	<ul style="list-style-type: none"> IT skills, including a sound knowledge of Microsoft PowerPoint, Word, and Excel Able to work with database and CRM systems Excellent communication skills, both written and oral Excellent attention to detail Capacity to work efficiently in order to meet tight deadlines Ability to plan travel and meeting schedules Ability to run seminars and to give effective presentations 	<ul style="list-style-type: none"> Interest in foreign languages Salesforce CRM experience 	<ul style="list-style-type: none"> Application Form Interview References
Knowledge	<ul style="list-style-type: none"> Office administration systems An understanding of UK university entrance procedures A comprehensive knowledge of the UK education system in the context of international students 	<ul style="list-style-type: none"> Knowledge of cultural, religious and gender issues Knowledge of UKVI Tier 4 visa requirements 	<ul style="list-style-type: none"> Application Form Interview References
Personal Attributes	<ul style="list-style-type: none"> Able to work independently Willingness to work beyond normal office hours, particularly at times of peak workload and at weekends Interest in working with young people Ability to react effectively to unexpected situations Good negotiating skills, combined with tact and diplomacy Flexible, adaptable and willing to work as part of a team Ability to deal with sensitive and confidential information appropriately 		<ul style="list-style-type: none"> Application Form Interview References

	Essential	Desirable	Basis of Assessment
Personal Attributes (cont'd.)	<ul style="list-style-type: none"> • Friendly, outgoing and helpful manner • Willingness to undertake overseas travel on a regular basis 		

Terms and Conditions

A formal Contractor Agreement detailing terms and conditions will be drawn-up on appointment. The following notes provide guidance, without prejudice, on the likely main provisions:

Salary

Competitive package, subject to experience.

Holidays

Holiday entitlement is 25 days annual leave plus Bank Holidays.

The Application Process

To find out more about the post, IFE or Bishopstrow and Padworth Colleges, please contact Mark Jeynes, Director:

Email: markj@bishopstrow.com

Tel: 07769 651028

Applications are encouraged as early as possible. For an application pack, please email: markj@bishopstrow.com