



PRINCIPAL

Candidate Information Pack



BISHOPSTROW
COLLEGE



**INSPIRING
FUTURES
EDUCATION**

Inspiring Futures Education

Bishopstrow College is an exciting and rewarding community in which to work and we are thrilled that you are considering making an application to join us. Our aim is to provide a safe, friendly and exciting place to live and learn and to contribute to a successful and enjoyable learning experience for our students. We are a caring, kind, well-organised community where an atmosphere of respect and tolerance for others characterises professional and personal relationships and the day-to-day experience of both students and staff. We are all shaped by our environment and at Bishopstrow we are truly grateful for the beautiful, physical and intellectual environment in which we live and work.

[Inspiring Futures Education](#) currently consists of two international schools: Bishopstrow College and Padworth College. Bishopstrow College is a leading independent international boarding school offering English language and academic pathway programmes to prepare international students, aged 7-17 years, for entry to leading boarding schools. The College educates up to 175 students each year on our beautiful campus in an Area of Outstanding Natural Beauty, on the edge of the ancient market town of Warminster and close to the attractive cities of Bath and Salisbury.

Helping our student's progression to their next school is central to the ethos of the College and the strong Bishopstrow College community enriches our students and helps them build their confident, strong friendships and connections. Our academic team provide an integrated EAL and traditional subjects curriculum to help them develop their academic English and adjust to the British curriculum. The safety and well-being of our students are of paramount importance and boarding team provide this along with a wide range of sports, trips, activities, and general support. And everyone re-enforces our 'Five Virtues', which underpin all aspects of life at Bishopstrow: from staff to students, every single one of us strives to be: Kind, Polite, Organised, Hard-Working and a Team Player.

We are looking for someone with lots of ideas, energy, ambition, enthusiasm, alongside a calm, compassionate and nurturing nature. We would also like a colleague who will be kind to the community, who loves the company of people and is great fun to be around. Our leadership team meetings must buzz with positivity!

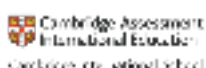
The successful candidate will be a welcoming leader with the ability to quickly win the respect of staff, students, parents, agents, and guardians; an educationalist with a commitment to nurturing and supporting young people and an excellent communicator.

If this is you, then I look forward to meeting you and – if successful – working with you in the years to come.

Charlie Freer

Director, Inspiring Futures Education

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Inspection Reports and Recognition

A focused compliance and educational quality inspection conducted by ISI in January 2023. This found that the College was compliant in all areas, and rated as Good for its quality of the pupils' academic & other achievements and personal development, with some elements Excellent. We believe that the size of the College, and the way its program is designed, means it is almost impossible for us to gain Excellent in some areas, so this report reflected the College's nearing its best possible recognition.

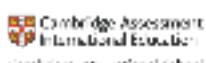
ISI & many schools have made reference to the College's quality of teaching, which successfully engages students who arrive at the College with little English and helps them progress to leave with academically strong English intertwined with an understanding of the wider British curriculum's other subjects. The College's approach to pastoral care and calm and nurturing environment were also highlighted, helping our students adjust to life in the UK, and building their confidence ahead of their next school.

The College is also accredited by the British Council for the teaching of English to international students in the UK, under the Accreditation UK Scheme. Under the Scheme, accredited centres are inspected every four years. These external inspections assure that an accredited centre meets or exceeds the agreed quality standards in management, resources and environment, teaching, welfare and care of under 18s. In the last inspection conducted by the British Council in 2021, the College met all of the 5 primary Standards, and achieved many Areas of Strength. It was therefore re-awarded its status as International Study Centre accredited under the Accreditation UK Scheme.

"Strengths were noted in the areas of staff management, student administration, quality assurance, premises and facilities, learning resources, academic management, course design, learner management, teaching, care of students, accommodation, leisure opportunities and care of under 18s." British Council Report

We are proud that our students secure places at some of the most prestigious schools in the UK and overseas, including The Dragon School, Papplewick School, Junior King's Canterbury, Cheltenham Ladies' College, Malvern College, The King's School Canterbury and Uppingham. But we recognise that students come in all shapes, sizes and abilities and we are delighted that our students go on to over 50 schools every year to suit their individual strengths.

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Location

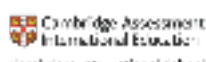


The College is set in eight acres of beautiful grounds on the edge of the historic market town of Warminster, in an Area of Outstanding Natural Beauty (AONB). Warminster, Wiltshire's only city, has medieval splendour and plenty going on, with access to culture, countryside and good schools. Warminster has a wealth of independent retailers and a certain spirit; residents are proud of their town. There are many places of interest within easy reach, including Bath and the cathedral city of Salisbury. The natural landscape nearby is a key attraction, with Cley Hill, Longleat, Stonehenge and Cranborne Chase AONB all on the doorstep, providing a haven for walkers and cyclists.

Given the nature of its programmes, all of the students are boarders and from overseas. There are up to 20 nationalities represented, with China, Russia, Thailand and Japan being key 'source' markets. With extensive gardens and playing fields, students are encouraged to spend plenty of time outdoors.

Warminster railway station (five minutes from the College) has good rail links, with trains running directly to London Waterloo and London Paddington stations. The College is also easily reached by road (M3, M4 and M5) and is close to UK gateway airports.

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Life at Bishopstrow

Academic Life

Our courses are focused on preparing international students for entry into UK & international boarding schools. A stimulating curriculum and range of syllabi have been specifically adapted to develop the necessary skills and abilities for students to achieve success at Key Stage 2, 3 and 4. Students study 12-13 hours of English Language (per week) in order to ensure they reach the levels required for study at their appropriate age group in a mainstream boarding school. The remainder of the timetable consists of study in a range of core academic subjects, including Maths, Science, Geography, History and Business Studies. Extra-curricular activities and daily sports, complement this programme.

The vast majority of students progress to UK leading boarding schools. In recent years, students have received offers to study at top prep schools, including The Dragon School, Papplewick School, Junior King's Canterbury and leading senior schools including Cheltenham Ladies' College, Malvern College, The King's School Canterbury and Uppingham.

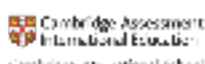
Boarding Life

Boarding is central to the ethos of the College and the strong Bishopstrow community provides a home-from-home in a beautiful, calm setting. Boarding at Bishopstrow offers a happy and vibrant family environment. We encourage our students to learn to study and socialise together and to live their lives to their full potential, academically, socially, and physically. The safe and nurturing environment allows a sense of independence to flourish.

Pastoral Care

The safety and well-being of students is of paramount importance and our trained residential boarding staff ensure the safe welfare of students from the moment they arrive to their final departure. With a high ratio of staff to students, we ensure a high level of supervision outside the classroom during the school week and weekends. As a small school, students and staff get to know each other really well. Visitors often remark on the unique atmosphere they encounter at Bishopstrow and the relaxed, informal relationships they witness between staff and students.

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Leadership and Governance

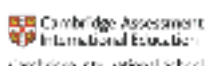
The Senior Management Team (SMT) is responsible for managing the College on a day-to-day basis and consists of the Directors (also the Proprietors), the Principal, the Director of Studies (Strategy), the Director of Studies (Operations), the Director of Global Engagement and the Heads of Boarding. The SMT meets formally every fortnight, with regular communication between the team on a daily basis, making sure that all is in hand & we are providing the best service and support we can to our students.

The Principal of Bishopstrow College reports to the Directors, Charlie Freer and Mark Jaynes. Alongside the Directors, the Principal line manages the Senior Management Team and other departments and so runs the College. Charlie Freer is also the Safeguarding Governor & Bursar, and this overall balance means that there is a good balance and fast decision making between the larger, strategic goals of the College down to the day to day needs too. See below for more information.

In total, Inspiring Futures Education employs c. 80 people, including c. 40 staff at Bishopstrow College.



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Role and Responsibilities

Senior Management Team

Bishopstrow College currently has a Senior Management Team (SMT) consisting of the Directors, Principal, Head of Boarding, Director of Studies (Strategy), Director of Studies (Operations) and Director of Global Engagement. The SMT is supported by some shared services from IFE, including Finance, HR & Compliance.

The SMT meets fortnightly, typically to deal with standard school business and to look at strategically important areas. There is a strong team ethos among the senior leaders at Bishopstrow College; all are very busy people who have to make many decisions and work under considerable pressure at times. It is therefore important that the team supports each other well, offers the opportunity to discuss issues and decisions, that there is a strong sense of shared cabinet responsibility and that the team works together with good humour and shared understanding. At the same time, the team does its very best not to be exclusive, but to work closely in partnership with middle leaders at the College, to listen to and embrace their ideas and to involve them in decision making whenever possible.

All members of the SMT play an essential role in modelling the behaviour, values and expectations which comprise the culture and ethos of the College.

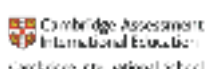
The Principal is also a DDSL for the College, working closely with the DSL and other DDSL's and the wider Welfare Team to ensure there is the due focus and time given to this key pastoral support for our students. If required the Principal will stand in as DSL until a permanent DSL is in place.

Principal
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.

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Key Responsibilities

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

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.

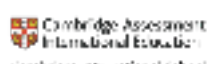
Provision of Academic and Educational Leadership and Management

- 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.
- 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.

Provision of Excellence in Pastoral Care

- Perform the role of DDSL (Deputy Designated Safeguarding Lead), multi-agency trained, or DSL (Designated Safeguarding Lead) 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.

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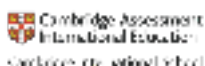


- Keep abreast of all BSA, Department for Education/OFSTED, ISI and Wiltshire Council pastoral changes, advice and discussions, ensuring that the College is fully compliant and that all staff are kept abreast of actual or potential changes and training requirements.
- Manage any pastoral issues that 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.

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.
- 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.
- 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.)
- Travel and attend UK and or overseas student recruitment fairs & or bespoke trips working with agents, meeting with parents, etc, representing not just Bishopstrow College, but potentially wider parts of the IFE Group.
- 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 travel and External Relations in the development of additional Teaching Partnership agreements with schools.

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- 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.
- 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 (subject to review):
 - Directors of Studies
 - Heads of Boarding
 - Head of Sports
 - Head of Catering
 - Head of Housekeeping
 - Senior Administrator

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.
- 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.
- Other Duties
- Chair regular academic and boarding meetings and one-to-one meetings with line reports.

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- 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.

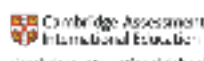
This Job Description is not to be regarded as exclusive or exhaustive and, will be amended from time to time, in the light of the changing needs of the College.

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 2024

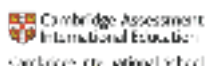
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Person Specification

	Essential	Desirable	Method of Assessment
Qualifications	Degree or equivalent	Relevant Masters Degree Recent safeguarding qualifications/training	Certificates
Experience	Previous experience working in a Secondary School environment offering the British Curriculum to International students Experience of line managing a team or Department Experience as a Housemaster/Housemistress Experience as a DSL or DDSL Experience of translating a vision into practical steps for all to follow	Experience of developing working relationships with contractors and other stakeholders	Application Form Interview References
Skills	Working knowledge of NMS	Current, clean driving licence Ability to drive a minibus or willingness to learn	Application Form Interview References
Personal Competencies & Qualities	Team worker who develops good, professional relationships with all staff Ability to adopt a flexible approach to working Credible, with gravitas Approachable & empathetic Genuine interest in and desire to develop the organisation Punctual, enthusiastic, and committed Friendly with a sense of humour		Application Form Interview References

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Application Process

Bishopstrow College is looking for someone to take up this appointment in September 2024.

Interested candidates who would like more information are invited to contact Amy Keast, HR co-ordinator, by email, to arrange a confidential discussion, no later than Friday, 23 February at amy.keast@ifedu.com

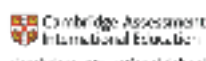
Only applications using the College application form will be considered, and all applications will be reviewed. The closing date for applications for this post is 5pm Tuesday, 27 February. The Application Form is available on the Current Vacancies page of the College's website www.bishopstrow.com/about-us/current-vacancies/ and should be sent to recruitment@bishopstrow.com together with a covering letter, detailing your relevant experience, how you would intend to meet the challenges of the role and the particular qualities and strengths which you would hope to bring to the post.

Successful applicants will be advised of the date and time of an interview, which will be online and most likely on Tuesday 5th March, with the rest of that week as a fall back. References will normally be taken up prior to interview and candidates should be aware that referees will be asked to comment on a candidate's disciplinary record and whether or not the candidate has been subject to any child protection concerns. Qualification certificates (originals not copies) will be required at interview, as will proof of identity. Please also then keep Tuesday 12th March free for any final stage interviews & visits.

The College is required to ensure that the successful candidate is checked by the Disclosure and Barring Service. Details of the College's policies on safeguarding and promoting the welfare of children, as well as equal opportunities are available on request. References will be obtained and verified prior to the appointment being confirmed.



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Benefits of Working at Bishopstrow

We promote the values of mutual respect and integrity at every level at Inspiring Futures Education and we are an equal opportunities employer.

You will be joining a highly successful, well-regarded international school, with a warm, welcoming atmosphere and positive outlook. Bishopstrow College is also part of Inspiring Futures Education, where opportunities are sought for colleagues to work with and benefit from being part of a larger group. See www.ifedu.com for more details.

Remuneration – A competitive salary will be commensurate with the importance of the post and with the experience and qualities of the successful candidate.

Board and Lodging – This role comes with all meals when the College is open throughout the year, and its own accommodation.

Pension Scheme – After successful completion of any probationary period, staff are eligible to join the College's Pension Scheme, administered by the People's Pension. Currently the contributions stand at 3% for employees and 5% for employers, however for this role the employer's contribution will be 10%.

Holidays – The College's unique calendar means it is closed for 8 weeks, which all educational staff take as holiday. The nature of this Principal role means that some of the holiday allocation might be taken during term time, to allow some holiday time for strategic planning or other work.

Development – You can look forward to a genuinely rewarding role as well as career development and support for professional studies, where appropriate. Whatever the role, we offer excellent training and development. We are also committed to promoting from within whenever we can, providing the opportunity to build a great future as we all grow at Inspiring Futures Education.

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