



# ST EDMUND'S COLLEGE & PREP SCHOOL



## PERSONAL SPECIFICATION

<b>Role title:</b>	<b>Summer School Director</b>		
<b>Reporting to:</b>	<b>Headmaster</b>		
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
	<ul style="list-style-type: none"> <li>Working in a summer school</li> <li>Management and leadership experience</li> <li>Staff recruitment</li> <li>Experience of managing people and resources</li> <li>Experience of Budgetary and financial control</li> <li>Preparing for British Council inspections</li> <li>Liaising with a wide range of internal and external partners and agencies</li> <li>Working with international students</li> </ul>	<ul style="list-style-type: none"> <li>Experience in senior summer school management</li> <li>International marketing and promotions</li> <li>Developing advertising campaigns and strategies</li> </ul>	<ul style="list-style-type: none"> <li>Curriculum Vitae and Application Form</li> <li>Interview</li> </ul>
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>Business acumen</li> <li>Knowledge of the importance of safeguarding and working with students from differing cultures</li> <li>Thorough understanding of budgeting, financial and resource planning</li> <li>Knowledge of international education markets</li> <li>Knowledge of effective marketing tools and techniques</li> <li>Excellent IT skills, including Word, Excel and PowerPoint</li> <li>Line management and employee engagement</li> <li>Knowledge of British Council accreditation requirements and how to meet or exceed them</li> </ul>	<ul style="list-style-type: none"> <li>Running a successful business</li> <li>Business-to-business liaison and negotiations</li> <li>Knowledge of the English Language Teaching industry</li> <li>University degree (preferably business related subject)</li> <li>Experience in education</li> <li>Teaching qualification</li> <li>Social media and graphic design</li> </ul>	<ul style="list-style-type: none"> <li>Curriculum Vitae and Application Form</li> <li>Interview</li> </ul>

<p><b>Personal competencies and qualities</b></p>	<ul style="list-style-type: none"> <li>• Ability to build and maintain strong relationships with agents and staff</li> <li>• Excellent written and verbal communication skills; the ability to communicate effectively whenever representing the Summer School and College including with Agents, staff, students and the media</li> <li>• Highly organised</li> <li>• Ability to work under pressure and meet deadlines</li> <li>• Sociable &amp; pragmatic</li> <li>• Flexible &amp; resilient</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li> <li>• Commitment to the values and promotion of Equality and Diversity.</li> <li>• Understanding of cultural sensitivity and diversity</li> </ul>	<ul style="list-style-type: none"> <li>• Ambitious and results-driven</li> <li>• Inspirational leadership qualities</li> </ul>	<ul style="list-style-type: none"> <li>• Interview</li> </ul>
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Rooted in Christ and Catholic tradition and under the guidance of its patron, St Edmund’s aims to realise the God-given potential, in body, mind and spirit, of all members of its community through service and leadership.

Avita Pro Fide !

*The College is committed to safeguarding the welfare of children, therefore, all candidates will be required to undergo an Enhanced DBS check.*

*We may take up references, before short-listing has taken place, which will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications.*