



## **COBIS VACANCY – Assistant Director of Accreditation**

The Council of British International Schools (COBIS) is looking to appoint an Assistant Director of Accreditation to join the COBIS Executive Team.

Following a period of sustained growth, this is a newly-created position at an exciting time for the association. COBIS has recently introduced its new Patron's Accreditation and Compliance quality assurance and school improvement system. The Accreditation process is rooted in self-evaluation with professional validation from expertly trained and informed peer school improvement partners and peer accreditors. Based upon high standards, rigorous scrutiny and the best British and international practice, it supports schools in their development journey. The initial interest and uptake of the Accreditation process has been extremely positive. To date, over 75 schools, in 35 countries have either completed or are in the process of completing the process. For more information about COBIS Accreditation, please visit the [website](#).

The post holder will support the work of the Accreditation team to ensure the high-quality delivery and growth of this system.

COBIS is a premier global membership association representing over 500 member organisations consisting of in the region of 300 high quality British International schools and over 200 commercial organisations. The association is recognised by the UK Department for International Trade as a 'Trade Challenge Partner'. COBIS Members can be found in 80 countries worldwide. COBIS exists to represent and support its member schools - their leaders, governors, staff and students - and the delivery and export of quality British education by:

- Representing member schools with the British and overseas Governments, educational bodies, and the corporate sector through a range of lobbying and networking activities
- Delivering world class quality assurance and external validation against stretching and robust Standards as set out in the COBIS Patron's Accreditation and Compliance system
- Providing effective professional development for all members of the school workforce including senior leaders, governors, teachers and support staff
- Delivering professional school improvement and consultancy services
- Coordinating challenging, engaging and inspiring inter-school COBIS student competitions
- Facilitating, coordinating and supporting professional networking opportunities
- Supporting safeguarding, child protection and safer recruitment and employment practices
- Providing access to information about trends and developments in UK education

- Nurturing talent and promoting career opportunities within the global COBIS network

In addition, COBIS raises the profile of commercial supporting members by introducing them to COBIS schools and promoting them as exporters of educational resources, products and services via the COBIS website and other channels. The work of COBIS is led by the CEO and an elected Board which consists of serving COBIS Headteachers, Governors and School Inspectors. COBIS works with a wide range of educational stakeholders internationally and within the UK. In addition to a diverse and growing range of lobbying activities, programme of professional development and networking opportunities, stimulating student competitions and events, COBIS members have access to a range of quality services.

The global reach of COBIS is significant. Over the last academic year, COBIS has hosted professional development and networking, and student events in Cayman Islands, China, Egypt, Hong Kong, Kenya, Malawi, Malaysia, Mexico, Oman, Portugal, Romania, Spain, The Netherlands, UAE, Qatar and the UK.

Working in the busy COBIS Head Office would suit a highly organised and client focused individual. In addition to high standards of verbal, written and numerical articulation, the successful candidate will have a deep understanding of educational and pedagogical matters both in the UK and overseas and be able to demonstrate excellence in client service and care.

To find out more about the global reach, role and function of COBIS visit [www.cobis.org.uk](http://www.cobis.org.uk)

## **JOB DESCRIPTION**

**Job Title:** Assistant Director of Accreditation

**Reporting to:** The Director of Accreditation

**Responsible for:** Accreditation Officer

**Hours:** 30 hours per week

**Salary Package:** £40,000 - £45,000 per annum pro rata (depending on experience)

**Terms of Contract:** Initially, a two-year fixed term contract. The post is available from September 2018, but start date is flexible depending on candidate. COBIS has the discretion to renew/extend the contract.

### **Job Purpose:**

The Assistant Director of Accreditation is responsible for the operational day-to-day delivery of the COBIS Patron's Accreditation and Compliance scheme and supporting its sustainable growth. The role is responsible for ensuring a high-quality of client service and care with member schools participating in the scheme and therefore must demonstrate a deep understanding of school improvement processes and pedagogical theory.

### **Duties and Responsibilities:**

1. Work closely with the Membership and Engagement team to ensure a clear, welcoming and effective attraction, conversion, retention and communications plan

for new and applicant schools. To ensure applicant schools feel well supported through the initial Accreditation process and beyond through regular contact.

2. To assist and advise the Director of Accreditation on initiatives including revision of the current processes and procedures to ensure maximum effectiveness and efficiency.
3. To collaborate with the schools and the school accreditation teams to enhance the quality of service COBIS provides, and to support the Director of Accreditation in developing pedagogically sound and fit-for-purpose supporting materials.
4. To gather and manage feedback from all visits. To support the Director of Accreditation to incorporate school feedback into future development. To ensure, where appropriate, that feedback is cascaded throughout the organisation and supports the promotion of the scheme.
5. Monitor school QA cycles, and work with the Accreditation Officer to advise schools of their individual compulsory Compliance/Accreditation visit cycle.
6. To undertake the appropriate Lead Improvement Partner or Peer Accreditor training and be able to carry out school visits as needed (with support).
7. To support the Director of Accreditation with overseeing the work of LIPs on the Digital Workbook (DWB) and with visit guidelines. To maintain and develop LIP Compliance pages and management of LIP and PA formal engagement agreements.
8. To ensure up to date and regular reporting, and that tracking procedures are fit for purpose. As a member of the Accreditation and Membership Committees, manage associated documentation and contribute to accurate and consistent summary reports.
9. To support the Director of Accreditation with the Quality Assurance of Compliance and Patron's Accreditation reports for schools.
10. Work with the communications team to promote the scheme to our members and the wider international school community through cross-channel communication and marketing initiatives (emails/blogs/webinars etc).
11. To support the CEO and Board to raise the strategic profile of the Compliance and Accreditation scheme amongst ministries, regulators and other key governmental and non-governmental organisations.
12. To accurately monitor the Accreditation budget and to ensure that the targeted number of schools register for the scheme annually.

13. To work with the Accreditation Officer to identify and implement improvements to the functionality and user experience of the Learning Management System (LMS) and DWB.
14. To work with the Director of Operations and Membership Officer to identify opportunities for commercial partnership working aligned with Compliance and Accreditation Standards.
15. To work with the Membership Officer to identify new opportunities/regions/segments in which to promote the scheme.
16. To maintain a working environment in which safeguarding, well-being and diversity is promoted, respected and responded to, and in which the equality of opportunity is promoted. To respond to all enquiries politely, quickly and efficiently whilst maintaining outstanding customer service standards.
17. To be responsible for ensuring that all areas of work practice reflect compliance in relation to the General Data Protection Regulation (GDPR) and associated good practice and to bring to the attention of the designated COBIS Data Protection Lead and CEO any potential breaches.
18. To represent COBIS with a high level of professional credibility at internal and external conferences, meetings and events, in the UK and potentially overseas. To ensure a positive image to customers and other individuals and organisations and to promote the COBIS brand, activities and services by whatever means are appropriate and available.
19. To identify and recommend system and process improvements where possible.
20. To provide effective line management and supportive Performance Management to the Accreditation Officer.

*These are the key tasks as currently defined. They are not listed in priority order and the post holder will be expected to take on such variations as are reasonable for this level of responsibility.*

## **PERSON SPECIFICATION**

### **Essential**

1. To be educated to a minimum of Degree Level or equivalent
2. To have experience in a UK or international school setting or within a commercial organisation connected to children and young people and the education sector
3. To be committed to safeguarding, child protection and promoting the welfare of children, young people and adults and to engage in associated continual

professional development in this area

4. To have a strong understanding of the field of education, curriculum, assessment and school improvement systems relating to British international schools
5. To be able to work effectively with stakeholders connected to schools, colleges, universities, government departments and organisations within the Education sector
6. To be highly literate with experience of writing articles/texts for a variety of publications including online and offline promotional materials
7. Have excellent verbal communication skills with the ability to deliver confident and informed presentations and engage effectively in a diverse range of public speaking duties
8. Have excellent ICT skills with the ability to use, with confidence, office ICT software packages and communication tools
9. Strong organisational skills with proven experience of planning, designing and managing multiple and complex projects simultaneously
10. Proven commercial acumen and ability to meet agreed key performance indicator targets
11. Willingness to travel overseas to perform COBIS professional duties
12. Experience building positive relationships and experience providing outstanding customer service
13. To have effective influencing skills with colleagues at all levels
14. Proven ability to prioritise and manage time effectively and be able to adapt and respond flexibly to the unexpected
15. Ability to work well within a small team and without close supervision

### **Desirable**

1. To be educated to a Post-Graduate Level
2. To hold a professional teaching, training, mentoring/coaching qualification or qualification relating to management or professional development
3. To have undertaken certified safeguarding and child protection training
4. Experience working within the international schools sector

5. Experience working for an organisation which actively promotes British Education overseas and/or an element of 'Brand UK' exports on a global scale

### **Remuneration and Conditions of Service**

- The post is available from September 2018, but start date is flexible depending on candidate.
- The post is fixed term, initially for 2 years. COBIS has the discretion to renew/extend the contract
- The position is considered a part time position. 4 days/30 hours per week.
- The office is open Monday-Friday 09.00-17.00. Working hours/days within that period are to be negotiated and agreed in advance with the successful candidate
- Flexibility regarding working schedule at peak times would be an advantage
- The candidate will be required to attend the COBIS Annual Conference and Committee meetings which take place over 4 days in London in May
- Overseas travel associated with school visits will be a component of the role. Travel expenses and insurance cover will be reimbursed accordingly
- Salary package is £40,000 - £45,000 per annum pro rata (depending on experience) based on 30 hours/ 4 days per week (32k-35k per annum).
- Holiday entitlement of 25 days (pro rata) plus statutory bank holidays
- Access to pension scheme in line with pension regulations. COBIS employee pension contribution is at 5% of salary
- Access to medical insurance and travel to work, ride to work scheme and annual season ticket loan
- Candidates must be eligible to work in the UK

### **COBIS Safer Recruitment Procedure**

Candidates must be willing to undertake Disclosure and Barring Service checks (DBS). If appropriate to the role, a DBS check will be requested if an applicant is offered a contract of employment. All COBIS staff are required to undertake safeguarding and child protection training.

At least two professional references, both written and verbal, will be sourced from current and former employers as appropriate. All referees will need to be current or former line managers

### **COBIS Staff Structure and Place of Work**

The Assistant Director of Accreditation will be based at the COBIS Head Office. This is currently located in: Russell Square, Bloomsbury in Central London.

In addition to the Assistant Director of Accreditation, the COBIS staff structure consists of the CEO, PA to the CEO, COO, Director of Professional Development, Director of Accreditation, 1 Financial Controller, 5 Officers: Accreditation, Communications, Student Engagement, DBS and Membership Officer, plus 2 Executives: Finance, Communications and 1 Events Assistant. The COBIS team works closely with the COBIS Chairman, elected members of the Board, consisting of serving COBIS Headteachers, Governors and School Inspectors

and other colleagues within the global network who host conferences, training and student events throughout the year.

### **Equal Opportunities**

COBIS is committed to equal opportunities and non-discrimination on grounds of age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation. COBIS aims to ensure equality in recruitment and employment.

### **Application Procedure**

All candidates wishing to be considered for the post are required to submit the following two documents:

1. A cover letter/supporting statement (maximum of 600 words), addressed to the COBIS CEO, explaining their interest in, and suitability for the post, referring to the job description and person specification
2. CV, plus the names and contact details of two professional referees

Completed applications are to be submitted by email to:

Miss Andrea Berta, PA to the CEO - [pa@cobis.org.uk](mailto:pa@cobis.org.uk)

If you have any questions about the position or the role and function of COBIS, please contact Mr Colin Bell, COBIS CEO on +44 203 826 7190.

**Closing Date:** Tuesday 28<sup>th</sup> August, 13.00 (UK time)

**Interviews:** First round interviews will take place 3<sup>rd</sup> and 4<sup>th</sup> of September. Second round interviews will take place w/c 10<sup>th</sup> September.

**Interview Location:** COBIS Head Office, 55-56 Russell Square, London WC1B 4HP