

## Job Description

<b>Job title:</b>	Head of Education Development
<b>Department:</b>	Education
<b>Responsible to:</b>	Director of Education
<b>Responsible for:</b>	Education department team
<b>Location:</b>	This role can be based in either London (UK) or Berlin (Germany) - hybrid working
<b>Salary:</b>	£63,500 per annum (London) or 75,000 EUR per annum (Berlin)
<b>Working pattern:</b>	Full time, 38.5 hours per week
<b>Duration of contract:</b>	Permanent

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### Job purpose:

The Head of Education Development plays a critical leadership role within the UWC Movement, responsible for providing strategic leadership to the department, ensuring alignment with the Movement's educational vision and goals and for fostering a collaborative and inclusive team culture that prioritises student welfare and alignment with UWC's mission and vision. The Head of Education Development will work closely with the National Committees, Schools and Colleges Committee, Education Committee, Heads of School and educators to design and implement programmes that promote a safe and inclusive environment.

This role requires overseeing a diverse team dedicated to student development and wellbeing, ensuring effective collaboration amongst staff, and maintaining high standards of education and support services. As a member of the senior management team, the Head of Education Development will also deputise for the Executive Director and the Director of Education when required, representing the educational interests of the UWC Movement in various forums.

### Key responsibilities:

#### 1. Leadership

- Provide strategic leadership to the department, ensuring alignment with the Movement's educational vision and goals.
- Foster a collaborative and inclusive team culture that prioritises student welfare and alignment with UWC's mission and vision

#### 2. Curriculum Oversight

- Oversee the evaluation of the IB curriculum across all schools, ensuring compliance with educational standards and best practices, including developing innovative programming.
- Lead curriculum development initiatives that integrate academic and non-academic programs, ensuring a holistic approach to education.

#### 3. Assessment and Evaluation

- Utilise assessment methodologies to evaluate the effectiveness of UWC educational programmes.
- Analyse data to inform strategy adjustments and to enhance educational outcomes.

#### 4. Wellbeing and Safeguarding

- Develop and implement robust policies and practices related to safeguarding and student wellbeing.
  - Ensure effective case management processes and protocols for safeguarding issues, along with compliance with legal requirements.
- 5. Training and Development**
- In collaboration with UWC school leaders, identify and provide professional development opportunities for staff to enhance their skills in curriculum delivery, educational technology, and safeguarding practices.
  - Facilitate access to training in appropriate safeguarding protocols and foster a culture of continuous improvement for the UWC Movement.
- 6. Stakeholder Engagement**
- Engage with UWC education stakeholders including school community members, and external agencies to build positive relationships and support student wellbeing.
  - Represent the department in meetings with senior leadership and other stakeholders as required.
  - Liaise with UWC Heads' Group on behalf of UWC International
- 7. Responsibility for Resources**
- Manage departmental resources, including educational materials, technology, and budgetary allocations.
  - Ensure effective utilisation of resources to maximise student outcomes and department effectiveness, adhering to data management practices.

The above is not an exhaustive list. The job holder will perform other duties as assigned by the Director of Education.

This job description may not necessarily be a comprehensive description of the post. It may be reviewed and subject to modification or amendment at any time after consultation with the post holder.

## Person Specification

	<b>Essential criteria</b>	<b>How it will be assessed</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Proven experience in educational management within an international and IB context, with particular preference for previous school headship.</li> </ul>	
<b>Skills &amp; knowledge</b>	<ul style="list-style-type: none"> <li>Expertise in strategic educational leadership, ability to drive large-scale initiatives across multiple institutions.</li> <li>Expertise in IB curriculum leadership, with the ability to develop and refine programmes at a strategic level.</li> <li>Advanced and proven expertise to strategically guide student support, safeguarding, and mental health programmes.</li> <li>Expertise in safeguarding policy development and pastoral care leadership, ability to implement organisation-wide initiatives and ensure regulatory compliance.</li> <li>Proficiency in educational technology and data management systems to support curriculum delivery and student tracking.</li> </ul>	A, I, UT
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Undergraduate Degree</li> <li>Postgraduate teaching degree/diploma</li> <li>Education Management Certification or equivalent</li> <li>Learning and teaching professional qualifications</li> </ul>	A, I
<b>Competencies</b>	<ul style="list-style-type: none"> <li>Expertise at taking a strategic view when setting plans for the department/function, reviewing the department strategy regularly to ensure it remains aligned to the overall organisation strategy.</li> <li>Confident in dealing with unique and unusual problems often involving risk and ambiguity, challenging information to get to the root of the issue/trend.</li> <li>Ability to empower others and create opportunities for cross-functional teams working to motivate and develop people.</li> <li>Role models resilience and flexibility within the department. Responds professionally when faced with unreasonable, unexpected or challenging situations. Is willing to put forward a case that conflicts with the view of others and recognises when to stand fast or show flexibility.</li> <li>Uses resources creatively and thinks laterally to propose new ideas, and encourages others to identify creative solutions, balancing risk and potential.</li> </ul>	A, I, AC

	<ul style="list-style-type: none"><li>● Expertise at conducting regular risk assessments, ensuring that appropriate risk management practices are in place, addressing or escalated issues and coordinating cross-functional solutions when needed.</li><li>● Expertise at developing strategic relationships with key stakeholders. Influencing decisions through well-reasoned arguments and data-driven insights.</li></ul>	
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## 6. Safeguarding children and young people

UWC International is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including a Basic Disclosure and Barring Service (DBS) check or international equivalent will be required before any job offer is made. You will need to take an active role in ensuring that we are meeting our safeguarding obligations through attending regular training and following the principles learned at all times.