



Rossall

INSPIRING EXCELLENCE

*Director of the
International
Baccalaureate*



APPOINTMENT BRIEF

January 2021



ABOUT ROSSALL SCHOOL

Founded in 1844, Rossall is a co-educational boarding and day school with an illustrious history and a clear strategic vision for the future. Situated on the Fylde Coast, the majestic backdrop of the Cumbrian Peaks and the Irish Sea provide a spectacular environment within which a community of some 690 boys and girls are inspired to fulfil their potential. The School provides a unique educational experience underpinned by a strong commitment to academic excellence and co-curricular participation. Successive generations of Rossallians have made a profound impact in fields as diverse as medicine, literature, music, politics and technology.

Academic results are superbly strong. The School has an IBDP average of 34 and this year almost 50% of A level grades resulted in an A* or A. Almost 60% of our Upper Sixth progress to Top 20/Russell Group universities. Additionally, this year, three students won full sports scholarships to the US whilst others are proceeding to top universities in Paris, Milan and Hong Kong - to name but a few. Rossall is an inclusive school with an intellectually dynamic culture that encourages young people to embrace the highest of aspirations.

Regionally, Rossall has now reclaimed its place as one of the top performing independent schools in the North West. Perhaps most importantly, it is a school community with a huge heart and this manifests itself in happy and confident children and a staff body committed to providing the very best context within which young people may live, learn and play.

In 2019, the School embarked upon an ambitious development plan which placed a strong emphasis upon the provision of outstanding teaching and learning. The appointment of a Deputy Head of Teaching and Learning and the opening of the new centre for Innovation and Excellence in Learning are reflective of the School's commitment to ensuring that Rossall is recognised regionally and nationally as a progressive and aspirational School community committed to the professional development of its staff. Additionally, the establishment of a Leadership Academy is reflective of the growing number of aspirant educational practitioners who have decided to develop their careers here at Rossall.

We strive to develop in our pupils a lifelong love of learning, a sense of moral purpose, and a belief in their own power to do good in the world. We prepare them to lead successful personal lives and productive professional lives. Our students are confident and compassionate. Increasingly they assume responsibility for their own learning and they are encouraged to be both critically reflective and resilient. We have the highest aspirations for our boys and girls and, as an IB World School, we endeavour to ensure that our pupils are intellectual risk-takers, open-minded and persuasive communicators. We desire for them to develop an intrinsic interest in the subjects that they are studying and to view the formal curriculum as constituting a starting point as opposed to an end in itself. Opportunities for academic enrichment abound and pupils are able to benefit from involvement in activities such as the Model United Nations and subject specific societies.

It is an inclusive and diverse School community with a roughly even split between day pupils and those who board. The internationally-minded nature of the School is as defining an aspect as its architectural beauty and fascinating history. In 2019, we had a full ISI inspection. We were judged **to be compliant in every regard and the quality of pupil's personal development was considered to be excellent.**

In the summer of 2020, we appointed Emma Williams to the role of Director of Boarding and Richard Symons became our very first Head of Diversity, Equity and Inclusion. Rachel Magowan was appointed our first Director of Health and Wellbeing and our team of houseparents and year group heads are dedicated, experienced and provide a nurturing and safe context for all of our children.

The School is a liberal and progressive community and we are committed to ensuring that our provision is outstanding in every regard. Student voice and our mental health provision are key focuses within our development plan and it is our ambition to be sector leaders in this regard.

Other current initiatives include the launch of a Leadership and Adventure Training Academy and an International Performing Arts Academy. The School is ranked number one in the UK for golf and our growing football academy is one of the standout provisions in the country. Both our boys and girls First XI hockey teams progressed to the final eight of national competitions in 2020. We are in the process of launching an International Performing Arts Academy and a Girls' Elite Football Programme in partnership with England and Chelsea footballer Bright, and Fleetwood Town Football Club.

We recognise that parents expect the best for their children; therefore we continue to invest significantly in our expansive campus to provide a modern, comfortable location where boys and girls from 3 months to 19 years of age will find a safe, yet stimulating environment with all they need to get the most from their stay with us, in school as well as during leisure and social time. Our holistic vision of education is predicated upon excellent personal relationships with our families.

Popular with overseas and British pupils alike, our school has a unique identity and a strong sense of community spirit. Here, boarders from around 50 countries mix with British pupils to create an environment within which children are able to develop a truly international perspective and forge lifelong friendships with others from around the world.

We strive to develop in our pupils a lifelong love of learning, a sense of responsibility and personal integrity. Ours is a community based on trust, mutual respect and compassion, and we expect every member of our school to uphold these values, on and off the campus.

Rossall is an inspiring place to live, learn and work; we are fortunate to attract fantastic students and staff to join us on our beautiful campus by the sea!

MEET THE ROSSALL TEAM ROSSALL'S LEADERSHIP EXECUTIVES

Leading the school is Headmaster, Mr Jeremy Quartermain, and six fellow Leadership Executives. They are joined by the extended Senior Leadership Team.



Mr Jeremy Quartermain
Headmaster



Mrs Emma Sanderson
Bursar



Ms Dina Porovic
Senior Deputy Head



Mr Matt Turner
*Head of
Junior School*



Mr Stephen Prest
*Director of
Sixth Form*



Mrs Lucy Barnwell
*Director of
External Relations*

DIRECTOR OF THE INTERNATIONAL BACCALAUREATE

Rossall School seeks to appoint a dynamic, passionate and aspirant educational leader to the role of Director of the International Baccalaureate. The post-holder will be responsible for all Rossall School students studying the International Baccalaureate Diploma Programme. The successful applicant will possess outstanding academic managerial skills and be able to communicate and deliver a coherent and ambitious vision for the ongoing development of the International Baccalaureate programme at Rossall School. They will be a charismatic and dynamic advocate of the IB and take the lead in promoting the programme throughout the School community and beyond (regionally, nationally and internationally). S(he) will sit on the Senior Leadership Team and will play a critically important role in terms of ensuring that the School actively embraces all aspects of the IB philosophy and that all staff and pupils work together to develop those skills and attributes articulated in the IB Learner Profile.

Rossall School was one of the first UK Schools to offer the IBDP and its involvement with the IBO has been one of the School's defining features over recent decades. We are the only School on the Fylde coast to offer the IBDP (and one of only a handful in the North West) and, as such, there is tremendous potential to showcase locally and internationally the unique value of the educational experience of studying the IB at Rossall School.

The School actively embraces a liberal arts philosophy and children are encouraged to become principled citizens with the capacity and desire to make meaningful contributions to the world within which they live.

Main Responsibilities

- Be responsible for the operational management of all academic courses and all other aspects of the IB Programme (CAS, Theory of Knowledge, Extended Essays)
- Have strategic oversight of the IB Diploma Programme.
- Play an active role in marketing the IB both internally and externally
- Work closely with the Director of Sixth Form to ensure the smooth running of the IB programme as an integral part of the School's Sixth Form provision
- Have full oversight of the academic progress of all students studying the International Baccalaureate
- Have strategic oversight of IB teaching and learning and the CAS, TOK and Extended Essay programmes
- Effectively line manage the CAS, TOK and Extended Essay coordinators
- Liaise effectively between Rossall School and the IBO
- Have oversight of IBDP teachers, including their training.
- Become fully conversant with the protocols and procedures laid out in the on-line IB Handbook and interpret and apply these within a School context
- Be fully conversant with the self-evaluation, reauthorization and accreditation procedures for the IB Diploma.
- Be familiar with the IBO Programme Resource Centre
- With the relevant Heads of Year, set up the procedures needed to advise students about appropriate post-16 courses within the confines of the programmes run by the School.
- Prepare and manage the IB budget.

- Work effectively with marketing and recruitment and attend recruitment fairs regionally, nationally and internationally.

Specific Responsibilities

- Monitor the composition of the academic programme and maintain oversight of IB course choices to ensure that students choose subjects appropriately.
- Be responsible for determining course and subject changes of IB students after arrival, informing parents as appropriate
- Administer all IB external examinations in liaison with the Examinations Officer.
- Have oversight of internal assessments and responsibility for the timely completion of them
- Oversee the construction of the annual IB Calendar
- Manage external tutors providing support for self-taught literature courses
- Lead and organize marketing and recruitment events, including IB presence and marketing at Open Days.
- Regularly review the content of the IB Programme on offer to ensure it continues to meet students' needs.
- Interview students as part of the admissions process for IB courses
- Ensure the IB results and students' success in general are well publicized
- Administer and manage meetings with students and parents in liaison with the Deputy Head (Academic) and the Director of Sixth Form.

The Director of IB is required to be present on IB results day and for the following two weeks after results to answer students' enquiries and advise parents. It should be noted that this time period usually encroaches on the beginning of the summer holiday.

Teaching and Learning

- Play an active part in the delivery of Rossall School's CPD programme
- Observe colleagues on a regular basis and offer support and guidance - especially to those new to the profession
- Assist the Senior Deputy Head (Academic) and the Director of Professional Development with the appraisal of Heads of Departments
- Assist with the recruitment of staff

General Responsibilities

- Contribute to the broader school objectives through membership of the Senior Leadership Team
- Provide relevant contributions for the School's Strategic Plan, annual Development Plan and inspection documentation.
- Attend Council Meetings when appropriate
- Attend meetings of the Curriculum Development Committee and Heads of Departments meetings.

Wider School Life

All teachers play a role in supporting the School's house system and all full time members of staff are tutors attached to one of the houses. They also commit some of their time and energy to the extensive extra-curricular programme, which includes a wide variety of clubs and activities reflecting the broad range of interests of our staff. Many staff offer activities relating to their subject area, but there is scope to be involved with sport, music, drama and the Combined Cadet Force and a great range of clubs from cookery to chess and debating to dance!

The post-holder must adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report those concerns to the DSL or to the Head immediately.

Reporting Lines:

The Director of the International Baccalaureate will report to the Senior Deputy Head.

PERSON SPECIFICATION

The Director of IB will have an active interest in the development of students' cognitive skills and in educational pedagogy. Support for the stated aims and ethos of the International Baccalaureate Diploma Programme is essential. Teachers from all academic disciplines are welcome to apply for the position but experience of academic management is highly desirable.

- The successful candidate will have superb organisational skills and the ability to sustain a high work rate.
- They will possess the ability to think strategically and creatively and be highly articulate and precise in their communication
- They will possess the ability to inspire both students and teachers and through their professional conduct embody the values and ethos of the International Baccalaureate.
- He or she will be an outstanding practitioner in the classroom and will demonstrate an understanding and a keen interest in key issues surrounding all aspects of teaching and learning
- They will be proficient in the use of ICT
- They will possess an excellent track record of leading, managing and working alongside staff, being motivational, positive, sympathetic, constructive and, where necessary, challenging with colleagues.
- He or she will display discretion and have an absolute commitment to the highest standards of professional behaviour and, at all times, to promoting the welfare and safeguarding of children.

Qualifications

- Well qualified graduate in an appropriate subject of discipline.
- DfE recognised QTS is desirable.
- Candidates with a further educational or leadership qualification are welcomed but this is not essential.

To find out more about this role please contact Dina Porovic (Senior Deputy Head) at d.porovic@rossall.org.uk

BENEFITS OF SERVICE

In addition to providing a great place to work, we offer a generous remuneration package to colleagues which includes:

- Membership of the school contributory pension scheme
- Free lunch and refreshments during term-time
- Free parking on site
- Longer holidays than the maintained sector
- Medical centre on site during term time
- Free use of the School swimming pool, gymnasium and sports facilities
- A generous discount on the School fees of employees' children attending the School (except the Nursery)

APPLICATION PROCESS

To apply, please complete the application form available on the School website, ensuring that your referees include your current or most recent employer.

Your letter of application should be addressed to the Headmaster. It should be no more than two sides and clearly outline your suitability for the role with reference to the Job Description and Person Specification. You should also explain clearly why you want to work at Rossall.

Send your completed application to the Headmaster c/o Mrs Stephanie Capstick (Head of HR and Compliance).

POST:

Mrs Stephanie Capstick
Head of HR and Compliance
Rossall School
Broadway
Fleetwood
Lancashire FY7 8JW

EMAIL:

hr@rossall.org.uk

CLOSING DATE:

Noon on Friday 29th January 2021