



PADWORTH
COLLEGE

Director of Summer School Candidate Information



**INSPIRING
FUTURES
EDUCATION**

Director of Summer School

Padworth College exists to develop outstanding people, within a community of belonging, who achieve personal excellence.

Padworth College is pleased to invite applicants for the new role of Director of Summer School, with the opportunity to join our school at an exciting time in our history, as we celebrate our 60th year. We are seeking a highly-motivated and dedicated individual to lead the development, management and co-ordination of the Padworth Summer School.

The ideal candidate will have a track record of success in creating and delivering unique residential programmes and providing first-class pastoral support for teenagers, whilst having the capacity to manage a broad range of overseas stakeholders. The successful candidate will have experience within educational leadership in a residential school setting and a detailed understanding and commitment to child protection and safeguarding. They will also have experience of recruiting, training and overseeing the performance of temporary staff.

The Director of Summer School will play a pivotal role in the reputation of the College overseas. Working alongside the Director Global Engagement and a team of International Recruitment Officers (IROs) located in Hong Kong, Nigeria and Russia, the successful candidate will enhance existing partnerships with agents and develop new relationships with 'partner schools'. They will also develop new recruitment markets. The Director of Summer School will also work closely with the central support functions (e.g., finance, HR and IT) of Inspiring Futures Education (the parent company of Padworth College), along with a dedicated admin resource for the Summer School.

This is a challenging but immensely rewarding full-time position, with a residential requirement whilst the programme is in operation but with the opportunity for hybrid working during the remainder of the year. The Director of Summer School will need to demonstrate a passion for providing a first-class experience for international students that is reflective of the College's values and ethos.

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

Crispin Dawson
Principal

About Padworth College and Inspiring Futures Education

Padworth College was established in 1963, by Oxford university tutor, Peter Fison, and a group of Oxford dons, whose vision was to bring Oxford's educational philosophy of tutorial teaching to school-level education. Originally an international school for girls, the College later became co-ed. Today, whilst British students represent the largest single nationality, about 80% of the students enrolled at the College are from overseas, with these students boarding at the College. There are up to 30 nationalities represented.

During the course of its history, Padworth has operated a successful summer school, with up to 100 students enrolled each week. Under the previous ownership of Padworth College Trust Ltd, operation of the summer school was outsourced to Oxford Spires, with this arrangement ending in 2018.

Padworth College is part of Inspiring Futures Education Group (IFE). Established in March 2014 as a platform in the international education market, IFE acquired Bishopstrow College in August 2014 and Padworth College in October 2018. 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 in the UK. Further details on IFE and Bishopstrow College can be found at www.ifedu.com

The Directors of IFE have ambitious plans for growth at both colleges. Padworth College has c.80 students enrolled currently (c.80% international). The College's Vision 2025 is predicated on growth to more than 100 students.

At both Padworth and Bishopstrow, growth is expected to come from:

- High level of Investment in admissions and marketing. In January 2021, IFE appointed a Director Global Engagement to take the lead in student recruitment, admissions and IFE's overall marketing activities. At the same time, IFE recruited International Recruitment Officers (IROs) based in core regions, to support agents with recruitment for both colleges. IROs are currently located in Hong Kong, Nigeria and Russia.
- The launch of new programmes, such as the NCUK International Foundation Year Programme and the NCUK University Access Programme in Business at Padworth (the latter being launched in September 2023)..
- The development of relationships with local feeder schools (Padworth) and destination schools (Bishopstrow).
- The development of partnerships with schools overseas; and
- Growth in the number of direct applications, as a result of ongoing investment in digital marketing.

Inspection Reports and Awards

A Focused Compliance and Educational Quality Inspection conducted by ISI in [February 2023](#) found that the College was compliant in all areas and that the quality of student achievement and personal development was Good, with some areas evaluated as being Excellent.

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 full on-campus inspection conducted by the British Council in May 2018, strengths were noted in the areas of teaching, care of students, academic staff profile, learner management, accommodation and leisure opportunities.

Each year, Padworth College students achieve excellent academic results and progress to leading universities. In 2022, 53% of all A Level grades awarded to Padworth College students were A*, A or B. We launched the NCUK International Foundation Year programme in the 2020/21 academic year, with the initial cohorts achieving good results, enabling them to progress to Russell Group universities.



Location

The College is set in 12 acres of beautiful grounds, just outside the hamlet of Padworth in West Berkshire and on the edge of the North Wessex Downs Area of Outstanding Natural Beauty (AONB). There are many places of interest within easy reach, including Silchester Roman City Walls and Amphitheatre, the Kennet & Avon Canal, the River Thames (at Pangbourne) and Padworth Common, a rural local nature reserve covering 28 hectares. North Wessex Downs AONB provides a haven for walkers and cyclists.

Reading is located about 10 miles from the College, on the Thames and Kennet Rivers. It is known for its annual Reading Festival, an outdoor rock music event. Shops and riverside restaurants dot the town centre, with The Oracle boasting more than 80 stores in the heart of Reading. Local attractions to Reading include Wellington Country Park, Basildon Park (National Trust) and Beale Park.

With extensive grounds, and facilities including a Multi Use Games Area (for basketball or tennis), a Fitness Suite and heated outdoor swimming pool, students are encouraged to spend plenty of time on campus.

Aldermaston railway station (five minutes from the College) has good rail links, with trains running directly to Reading and then on to London Paddington stations. The College is also easily reached by road (M4 and A4) and is only 40 minutes by car from London's Heathrow Airport.



Life at Padworth

Academic Life

Our academic programmes – I/GCSEs, A Levels and Foundation - are focused on preparing students for entry into leading universities in the UK and overseas.

The school day is packed with classes, academic clinics, UCAS support, sport and extra-curricular activities in the form of clubs and other activities. Everything we do at the College is designed to support student's personal development and maximise their chances of academic success. Our goal is to help students achieve the results required to secure entry to their first choice university, but also to prepare them physically and emotionally for life beyond Padworth.

The vast majority of students progress to leading universities in the UK. Over the past few years, students have progressed to a number of Russell Group and other leading universities, including Imperial College London, University College London, University of Bristol, University of Durham, University of Edinburgh, University of Exeter, University of Southampton, University of Warwick and McGill University (Canada).

Boarding Life

Boarding is central to the ethos of the College and the strong Padworth College community provides a home-from-home in a beautiful, calm setting. Our school is essentially a boarding community with a global perspective. We welcome students from all over the world and celebrate cultural diversity. Our day students are an integral part of this community and enjoy the benefits of having time and space to develop their skills, interests and friendships. As well as the residential boarding staff, the Principal and Head of Boarding live on site.

Pastoral Care

Being a small school, students and staff have the opportunity to get to know each other really well. Visitors often remark on the unique atmosphere they encounter at Padworth and the relaxed, informal relationships they witness between staff and students. Each student is treated as an individual and their motivation and well-being is the top priority for our team who are always ready to offer advice and support. We place great importance on caring for our students and supporting them in all aspects of their lives at the College. Our aim is to create a happy and secure environment with an atmosphere which is relaxed and yet purposeful, where the needs of the individual are recognised and respected.

Students come to Padworth from the UK and around the world and there is a strong expectation that they are here both to achieve their academic potential and to develop into confident, responsible and independent young adults by the time they move on to university.



Leadership and Governance

The Senior Leadership Team (SLT) is responsible for managing the College on a day-to-day basis and consists of the Directors (who are also the Proprietors), the Principal, the Director of Studies, the Director Global Engagement and the Head of Boarding. The SLT meets formally every fortnight, with regular communication between the team on a daily basis, to ensure the provision of the best service and support to our students.

The Principal of Padworth College, Crispin Dawson, reports to the Directors, Charlie Freer and Mark Jeynes. Alongside the Directors, he line-manages the Senior Leadership Team. Charlie Freer is also the Safeguarding Governor. This overall structure means that there is a good balance and fast decision making between the larger, strategic goals of the College down to the College's day-to-day needs.

In total, Inspiring Futures Education employs c. 80 people, including c. 35 staff at Padworth College.



Role and Responsibilities

Job Description – Director of Summer School

Reporting to: Principal

Outline of the Role

This is a unique opportunity to join Padworth College at an exciting time of growth and expansion, with overall responsibility for the design, development and delivery of the Summer School. The ideal candidate will be an innovative and creative individual, a strategic thinker and a passionate educator with a fervent belief in the transformational power of global education. The postholder will be tasked with designing – and recruiting to – the Summer School for first delivery in the summer of 2024.

Some pre-planning has already been undertaken and it is envisaged that the Summer School will offer a unique combination of programmes encompassing EAL, Global Education, Business and STEM. There may be scope to leverage Padworth's proximity to the myriad of international and local businesses in the Thames Valley, including those situated on the Thames Valley Science Park. The Director of the Summer School will however have a good degree of autonomy in the programme content and shaping the vision for the Summer School

Leadership and Management

- Oversee the overall management and co-ordination of the Summer School programme, including curriculum development, venue management, timetabling, marketing and budgeting.
- Find innovative solutions to challenges relating to everything from programme design and development to full implementation.
- Ensure that the Summer School programme complies with relevant legislation and regulation, including those related to child protection and safeguarding.
- Develop and implement policies and procedures to ensure the safety and wellbeing of all Summer School students, including child protection and safeguarding, mental health, first aid and risk management.
- Undergo necessary training required by the Designated Safeguarding Lead and First Aider for the Summer Summer.
- Lead and manage the recruitment, training and professional development of temporary Summer School staff, including teachers, activities staff and house parents, ensuring successful performance management structures are in place.
- Develop and implement a marketing and recruitment strategy to attract international students from a wide range of countries, working closely with the Director Global Engagement and the team of IROs to build relationships with recruitment partners and key stakeholders.

Community Engagement

- Foster a strong sense of community amongst Summer School students, staff and parents and engage with local and international communities to promote Padworth College and enhance its public profile, image and reputation.
- Develop and maintain relationships with key school partners (both in the UK and overseas) to attract students and enhance the Summer School.
- Develop and maintain relationships with businesses in the Thames Valley region who contribute to the delivery of the programme.

Pastoral Care and Student Support

- Ensure that all the necessary policies and protocols are in place for delivering a successful residential programme for teenagers.
- Provide pastoral care and support to Summer School students and staff, including managing any emotional, behavioural or welfare issues that arise.
- Contribute to the ongoing development and improvement of the Summer School programme through evaluation and feedback, including Focus Groups throughout the programme and after its completion each year.

Integration with College Community

- Work collaboratively with other College departments to ensure that the Summer School programme is integrated into the wider College community, thereby contributing to its overall success. This will involve working closely with departments including but not limited to HR, IT and Finance (at Inspiring Futures Education), Finance, Marketing & Admissions, Compliance and the academic and boarding teams.
- Develop and maintain relationships with international membership organisations.

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:

- Work towards and support the College's 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.
- Support and contribute to the College's responsibility for safeguarding students.
- 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 pupils, parents and colleagues.
- Adhere to the College policies.
- And other such similar responsibilities as directed by the Principal.

The College is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

July 2023



Person Specification

- Experience in a leadership role in the education sector, preferably in a residential school setting, ideally for at least 5 years.
- Strong knowledge of child protection and safeguarding policies and procedures, as well as experience in mental health and first aid.
- Experience in day-to-day leadership and management.
- Excellent communication skills, including the ability to engage with a diverse range of stakeholders, with a proven track record of building strong professional relationships.
- A continued motivation and determination to learn, demonstrated through degree level study, online programmes or other forms of personal and professional development.
- Strong organisational skills, including the ability to manage budgets, monitor progress and find creative solutions to problems as they arise.
- A commitment to Padworth College's mission and values and a passion for providing exceptional educational experiences for international students.
- An understanding and willingness of what it means to be actively involved in the day-to-day operations of the Summer School programme.
- Flexibility to travel internationally throughout the student recruitment cycle.
- Adaptability and the ability to work effectively in a fast-paced environment.

Application Process

Padworth College is looking for someone to take up this appointment in September 2023.

Interested candidates who would like more information are invited to contact Crispin Dawson, Principal, or Charlie Freer or Mark Jaynes, Directors by email, to arrange a confidential discussion, no later than Thursday 27 July at recruitment@padworth.com

Only applications submitted using the College Application Form will be considered, and all applications will be reviewed. The closing date for applications for this post is Friday 28 July. However we reserve the right to progress any applications we feel are of interest before then.

All applicants will be notified after the closing date, whether or not they have been invited to an interview.

Successful applicants will be advised of the date and time of the interview. 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.

Candidates unsuccessful at interview will receive written notification.

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.

How to Apply

Candidates should complete the Application Form available on the Current Vacancies page of the College's website www.padworth.com/about-us/current-vacancies/ and send this to recruitment@padworth.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.

Closing Date for Applications: Friday 28 July 2023

Interview Dates: Tuesday 2 August 2023

Start Date: September 2023

Padworth College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All placements are subject to enhanced DBS clearance.



Benefits of Working at Inspiring Futures Education

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. Padworth 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. Remuneration will also include a bonus component linked to the successful operation of the Summer School.

Board and Lodging – This role comes with all meals and separate ensuite accommodation in one of the boarding houses during the period of the Summer School.

Pension Scheme – After successful completion of any probationary period, staff are eligible to join the College's Pension Scheme, administered by The Pension Trust. Currently the contributions stand at up to 5% for employers and up to 5% from employees.

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.

