

## Principal Role Description

### **Statement of Principle: Recruitment at Nord Anglia Education**

***We inspire our schools, our students, and our employees to be their best.***

***Our work is underpinned by a commitment always to act respectfully, and with integrity, openness and courage.***

***Role Purpose: To lead and inspire the school community to meet the highest standards of organisational success, educationally and commercially ensuring all stakeholders are engaged and committed to this purpose, understand the part they play and strive for the best outcomes for all.***

EDUCATION	PEOPLE	COMMERCIAL
<p>Create an environment where the NAE pillars of academic achievement, wellbeing, creativity, and global connectedness thrive.</p> <p>Deliver an appropriate curriculum using different learning tools that meet the needs of the students</p> <p>Work with the senior leadership team to quality assure both the delivery of learning and the assessment of student attainment and progress</p> <p>Embed a curriculum and after-school opportunities that ensures student well-being and personal development are central to the educational offer in the school</p>	<p>Develop a people plan that ensures delivery of the school development plan and improves employee engagement outcomes for all colleagues</p> <p><b>Recruitment</b> Recruit skilled and motivated colleagues and teams, reflective of the diversity within the community, who inspire students to achieve outstanding academic outcomes</p> <p>Provide a comprehensive 12-month induction programme for new colleagues which uses a variety of different tools including peer mentoring, webinars, leadership courses and self-study courses on NAU, and</p>	<p>Drive the NAE School annual budget to achieve FTE, EBITDA and flowthrough metrics</p> <p>Ensure the efficiency and effectiveness of managing resources, achieving best value and with adherence to NAE guidelines and policies</p> <p>Manage the school's balanced scorecard by:</p> <ul style="list-style-type: none"> <li>Meeting all operational reporting deadlines with well-prepared, high quality content e.g. curriculum and staffing model, draft budget, CAPEX requests, and</li> <li>Developing and supporting robust monitoring programmes, involving the school's SLT</li> </ul>

***NAE recruits, employs, trains, compensates and promotes its values and practices regardless of race, religion, colour, national origin, sex, disability, age, and other protected status as required by applicable law***

<p>Develop a culture with students and colleagues to achieve high standards of behaviour, a positive attitude to learning and collaborative discussions to promote better academic outcomes for everyone</p> <p>Establish an annual school review process that involves all colleagues, parents and students, utilising parent, student and employee survey outcomes to help define areas for continuous improvement</p> <p>Support the deployment of the latest advances in educational research and technology to drive innovation and creativity</p> <p>Inspire colleagues to undertake courses in NAU to enhance knowledge and skills acquisition and share best practices</p>	<p>which ensures familiarity and compliance with all NAE policies</p> <p><b>Culture and Influence</b> Be the public face of the school deploying appropriate leadership and influencing skills to grow the school's reputation in the community through external outreachBuild a skilled, supportive, and collaborative school culture with clearly defined roles, responsibilities, accountabilities and values that are shared with colleagues and the community</p> <p>Engage appropriately with all stakeholders to establish and nurture the school as the centre of the community and act as 'front of house' when welcoming potential new parents</p> <p><b>Talent Development and Training</b> Grow senior colleagues' skills through collaborative working on commercial propositions such as budget setting</p> <p>Train all colleagues on the Family Experience Journey to ensure they understand the importance of admissions and marketing in the school and that each person acts as an ambassador in the community</p>	<p>colleagues, that ensures key performance metrics and admissions and marketing initiatives meet targets and are on track</p> <p>Through an effective integration plan (where appropriate) share and promote the NAE values and benefits to students, colleagues and parents</p> <p>Empower and support the school's MAC team to develop an effective, personalised marketing plan that grows enrolment, promotes high re-enrolment and increases market share</p> <p>Ensure all aspects of health and safety requirements are met e.g. criminal background checks or country specific, reference checking, and audit tasks actioned</p> <p>Work collaboratively with the regional office and the central support teams to resolve issues swiftly, mitigate risk and realise opportunities for the school</p>
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	<p>Ensure all colleagues have training in, and are responsible for, excellent communications with parents including the use of NAE and local country social media policies</p> <p>Grow the length of tenure of colleagues either in school or within NAE</p> <p>Establish a clear succession plan underpinned by high quality capability and talent within the school and across the NAE family</p> <p><b>Safe stewardship in the local context</b> Ensure country and state laws that affect students, and the school community are known and adhered to</p> <p><b>Performance Management</b> As part of the management of the school's balanced scorecard, implement a performance review programme for all colleagues linked to robust, ongoing constructive feedback and personal development opportunities</p>	
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