



ISI Independent
Schools
Inspectorate



Head of ISI Consultancy

Candidate Pack – March 2019

Independent Schools Inspectorate Head of ISI Consultancy (ISIC)

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Executive Summary

Operating under the auspices of the Department for Education (DfE), the Independent Schools Inspectorate (ISI) is responsible for the inspection of more than 1,200 independent schools in the UK. It is also a Home Office-approved provider of ‘educational oversight’ for Private Further Education (PFE) colleges in England and an approved independent inspectorate of British Schools Overseas (BSO).

The ISI is currently seeking someone to lead its wholly owned subsidiary, ISI Consultancy (ISIC). Working closely with the ISI, and drawing on its wealth of expertise, ISIC provides workshops, seminars and consultancy to schools, governments and other organisations in the global education sector. Reporting to the ISI CEO, Caroline Hoare, the new Head of ISIC will assume overall responsibility for the day to day operations and strategic development of ISIC, both in the UK and overseas.

The successful candidate will be a passionate, highly motivated and resilient individual with strong influencing and negotiation skills. They will be expected to demonstrate evidence of successfully generating new business and an understanding of how to engage effectively with stakeholders and potential clients in the education sector.

Applications should consist of a CV accompanied by a brief covering letter addressing the criteria in the Person Specification. To upload these documents via Society’s website, [click here](#).

The deadline for receipt of applications is midday (GMT) on **Tuesday, 23 April 2019**.

Shortlisted candidates will be invited to interview with ISI in early May 2019.



Independent Schools Inspectorate (ISI)

Vision and Mission

At the heart of everything ISI does is its mission to ensure that children and young people in independent schools and colleges, at home and overseas, stay safe and receive a high quality, effective education. ISI encourages schools to improve through the provision of world-leading, evidence-based inspection and improvement services.

About ISI

ISI is an independent, expert organisation committed to this core vision and mission. It is appointed by the Department for Education (DfE) to conduct high-quality inspections against the regulations for independent schools in the UK and overseas, as well as educational oversight inspections for Private Further Education (PFE) colleges. Its independence from Government allows it to carry out its responsibilities objectively and it is proud to inspect over 500 schools per year.

ISI is currently half-way through the current inspection cycle and is beginning to think about developing the framework for the next cycle, which will come into effect in 2022, ensuring this is more effective and of a higher quality than ever before.

Inspections

Importantly, ISI plays a critical role in assuring high standards across the diverse range of schools that make up the membership of the Independent Schools Council (ISC). There is a huge range of independent schools in the UK, from small day schools to large boarding schools to sixth form colleges; no school is the same and each has its own character. ISI recognises and celebrates each individual school's educational ethos. For more information, please visit [the ISI website](#).

What gives ISI inspections their unique quality is the element of 'peer review'. Inspections are led by professional Reporting Inspectors, mainly either former HMI or Ofsted Inspectors or former Head Teachers who have trained and qualified for the role. The inspection team is composed of serving Head Teachers or other senior staff from the Independent Schools Council (ISC) schools, who are also trained by ISI. This peer review combines professional rigour, an understanding of the reality of modern independent schools, and an up-to-date grasp of current educational developments.

ISI Consultancy (ISIC)

ISI provides training and advisory services through its subsidiary, ISI Consultancy (ISIC). ISIC works directly with schools and governments to improve standards of education through evaluation, training and professional development in the UK and overseas.

It offers a range of seminars, INSET and consultancy services to schools, other organisations, and governments on matters related to inspection and school improvement. Its comprehensive range of consultancy support packages and development seminars cover areas such as Leadership & Governance, Data & Insight, Teaching & Learning and Inspection & Regulation. It also works with individual schools to design bespoke support packages that fit with their specific requirements, drawing on the experience and expertise of an extensive pool of consultants.

More information on the services ISIC offers can be found [here](#).



Key Relationships

Caroline Hoare, Chief Executive Officer

The day-to-day management of ISI is delegated by the Board to the Chief Executive and her Executive team. The Chief Executive is accountable to the Board for the overall success of the organisation, and the accomplishment of the organisation's strategic goals. She leads the Executive team in developing strategy and policy for consideration by the Board and in ensuring ISI's operational effectiveness and adherence to agreed budgets. The Chief Executive works closely with the Chief Inspector and the Board to ensure the integrity and independence of inspection are in line with the requirements of the Department for Education.

Kate Richards, Chief Inspector

The Chief Inspector is the professional lead for ISI, providing the thought leadership and research to ensure that ISI remains at the forefront of inspection, delivering on ISI's core mission of child wellbeing and school improvement. She has responsibility for ensuring the quality and development of ISI's inspection framework, monitoring its effectiveness and leading ISI's engagement with Government in influencing the development of education policy and regulation. The Chief Inspector, as a key member of the Executive team, works closely with the Chief Executive and Board in developing strategy and ensuring the independence of the inspection process.

Jonathan Roberts, Head of Delivery

As Head of Delivery, Jonathan is responsible for strategic planning, scheduling and the effective delivery of inspections. He manages the inspection delivery budget for independent schools in the UK, Private Further Education colleges and British Schools Overseas (BSO).

Richard Johnson, Deputy Chief Inspector

Richard is one of two Deputy Chief Inspectors who support the development and delivery of ISI's inspection services, with a particular interest in BSO work.

Role Description

Reporting to the CEO of ISI, Caroline Hoare, the Head of ISIC will assume overall responsibility for the day to day operations and strategic development of ISIC, both in the UK and overseas. They will drive ISIC's reputational and financial growth by proactively seeking and securing new work and developing its approach to, and systems for, business development. Working closely with senior leaders across ISI, they will identify opportunities for innovation in ISIC's products and services, while anticipating trends and defining strategic goals. ISIC has a key role to play in building ISI's reputation as a world leader in inspection, and thereby generating additional income for reinvestment in ISI's core business.

In addition to this, they will hold the following responsibilities:

Leadership & Management

- directly contributing to the strategic direction of ISIC, working with the ISI CEO to identify opportunities, address organisational challenges, and take responsibility for the delivery of the agreed ISIC Strategy;
- holding accountability for income and expenditure targets agreed with the ISI CEO;
- providing effective operational oversight and quality assurance to the ISIC team;
- line managing the Consultancy Officer;
- representing ISIC in ISI Leadership Team meetings where required and appropriate;
- managing and cultivating existing relationships between ISIC and internal and external stakeholders;
- reporting on ISIC progress and performance, including the preparation of quarterly reports, managing effectively within the budget, and reporting accurately on progress made and challenges encountered;
- working with the ISI CEO and ISI CFO on budget planning to ensure the effective financial management of ISIC, including financial accountability for invoicing, purchases and procurement.

Business Development

- identifying and building relationships with potential partners, both in the UK and overseas, to grow ISIC and maximise profit;
- working closely with the ISI CEO and Deputy Chief Inspector to identify new opportunities for business development;
- developing and implementing processes and systems to support the team in proactively developing new business and responding to in-bound leads;
- representing ISIC at target conferences in the UK and overseas;
- successfully coordinating and promoting ISIC, leading to an increase in participation levels and income, improved cost-effectiveness, and high levels of satisfaction.

Operations – Seminar & Workshop Programmes

- providing effective oversight to ensure the successful delivery of the ISIC Seminar & Workshop Programmes;
- evaluating success rates for seminars, including participation rates and profitability;
- planning and managing marketing communications with regards to sales, special offers, the introduction of new courses, etc.;

- overseeing new course development and design, as well as ensuring updates to existing courses in response to customer feedback, market trends, and regulatory changes;
- overseeing market and customer research.

Operations – Consultancy (UK and Overseas)

- providing leadership to ensure responses to UK consultancy requests are effectively and efficiently initiated;
- providing oversight to ensure consultancy outputs are delivered to agreed timescales and to the satisfaction of customers;
- coordinating responses to overseas consultancy requests by identifying the needs and requirements of the client, producing a competitive quote that takes into account margin targets, and deploying appropriate consultants;
- actively monitoring the performance of UK and overseas consultancy through evaluations and financial analysis;
- driving the design of consultancy packages to meet customer needs through the ongoing analysis and the evaluation of trends.

Marketing and Promotion

- Leading the active promotion of ISIC through the design, continuous development and delivery of marketing material and collateral, including the ISIC website platform and social media channels.



Person Specification

The successful candidate will be expected to demonstrate evidence of the following skills, capabilities and experience:

- an awareness of education policy and/or practice and an understanding of the issues and interests of decision makers in education;
- a proven ability to successfully generate new business, preferably within the education sector;
- a strategic and proactive approach to relationship building with senior leaders;
- experience of marketing and promotion, preferably within the education sector;
- experience of managing budgets and monitoring financial performance;
- emotionally intelligent with strong people management skills;
- a good track record of managing and delivering projects on time and to budget;
- able to use initiative to spot and develop opportunities;
- able to work collaboratively with other departments outside of their own to turn ideas and concepts into tangible products and services;
- experience in leading an area of work and taking an active responsibility for it;
- able to work with accuracy when under pressure;
- strong commercial nous;
- a readiness to be hands-on;
- a willingness to travel within the UK and overseas when necessary;
- appropriate IT skills;
- experience in the education sector, and a strong interest in international schools, would be desirable but not essential.

Behavioural Indicators

- warm, open and engaging;
- articulate;
- a natural self-starter, able to work with autonomy;
- enthusiastic and adaptable;
- analytical and accurate;
- highly organised with excellent attention to detail.

Appointment Details and How to Apply

ISI is being assisted in this appointment process by the executive search firm Society.

Applications should consist of a CV accompanied by a brief covering letter addressing the criteria in the Person Specification. To upload these documents via Society's website, [click here](#).

The deadline for receipt of applications is midday on **Tuesday 23 April 2019**.

Shortlisted candidates will be invited to interview in early May 2019.

An appointment will be made subject to receipt of satisfactory references. The appointed candidate will be offered a salary that is commensurate with their experience and the seniority of their new role.