



Regional Ambassador – London South

Principle purpose of the post:

To support the Association's Members by providing pastoral care and advice on issues facing independent schools; primarily by visiting each Member at least once per year, but also in supporting the area committee.

The Independent Schools Association

ISA is the umbrella Association and national charity supporting over 650 independent schools and over 135,000 pupils nationally. Full details of the Association and its structure can be seen at www.isaschools.org.uk

Contract

The post is a part-time, permanent contract, subject to satisfactory completion of a six-month probationary period. It is subject to checks that include verifying the right to work in the UK.

Job Description

This job description is a summary of the key accountabilities associated with the post. As such it supplements the basic duties outlined in the standard ISA contract of employment in accordance with the Association's policies and values, and under the direction of the CEO.

How to apply?	See instructions at the end of this document
Effective:	Start date from 1 September 2024
Reports to:	Deputy CEO (DCEO)
Purpose of Job:	The Regional Ambassador for London South will support ISA Members by providing pastoral care and advice on issues facing independent schools. They will form part of the ISA Regional Ambassador team working together to improve support for Members
Hours of Work:	16 or 20 hours per week (2 or 2.5 days, flexible) over 36 weeks each year. If the number of Members in the region is 100 or more, the hours increase to 20 hours pw, or 2.5 days, flexible. Currently there are 97 Members in the London South region.
Remuneration:	Salary: Full-time equivalent £51,372 , pro rated for hours and weeks worked. Hours of work (and pro rata salary) depends on the number of Members in the area (see above). £16,439* for 2 days per week over 36 weeks. <u>or</u> £20,549* for 2.5 days per week over 36 weeks. plus additional (optional) pension contribution by ISA. Salary is reviewed annually in September [#] . *This includes an annual allowance (currently £2,213 or £2,766) for paid annual leave, which is taken outside of the 36 weeks. [#] Annual pay award pending for Sep 2024.

Holiday entitlement:	Accrued during term time and taken during school holidays (see above), except by prior approval from the DCEO.
Location:	Surrey, Sussex, Kent as well as London South. The role involves a lot of travel, and so it is essential that the successful applicant lives in the area. The work will require attending the Annual and Autumn Study Conferences, London South Area Meetings, plus visits to Members' schools in the area. There are also two training days per year held in London or at ISA House in Great Chesterford, Essex.
Driving licence:	A current driving license is a requirement for this post. The contract is immediately terminated upon suspension or loss of driving license.

Person Specification and Skills base:

The successful candidate will have headship experience, ideally in ISA. They will have a deep appreciation of ISA themselves and be eloquent in imparting this to others. They will be keen to support heads pastorally, giving advice to both old and new.

The successful candidate will be confident talking with headteachers about a range of different school issues. They will be sensitive and discreet. A good working knowledge of the Independent School Standards Regulations (ISSRs) and best practice in inspections would be an advantage. They will have a strong commitment to promoting equity, diversity, and inclusion within schools.

The role will involve working closely with the Deputy Chief Executive, and the Area Coordinator for London South.

Core Duties (summary only):

Identifying and visiting potential new Members, and directing to ISA HQ;
Supporting Members in times of difficulty through face-to-face visits and calls;
Encouraging Members to stand for election locally and nationally;
Attending Area meetings and assisting the Area Coordinators in completing straight-forward transfer visits, where the accreditation is not in question.
Regularly visiting schools for courtesy, familiarisation and support. Schools would be visited according to need. All schools to be called at least annually, with those requiring pastoral support, or encouragement to get more involved in ISA, to be visited in person. No need to visit those who are content and keen.
Promoting ISA services, including competitions, sports and training, and promptly responding to emails from ISA staff regarding ISA services;
Assisting HQ in helping establish mentoring relationships with other experienced heads;
Coaching heads to improve performance where required;
Liaising with HQ on consultancy and further support, as required;
Attending relevant ISA training courses, particularly when related to inspections and compliance, so as to advise on best practice;
Attending ISA HQ or other venues for updates and further training;
Logging visits and support via online systems, and efficiently reporting to the DCEO.
Annual attendance at Annual Conference (including two nights) and Autumn Study Conference (including one night). Attendance at other conferences and events as convenient.
Other related duties and responsibilities as reasonably directed by the DCEO and CEO.

Please note: This job description reflects the core activities of the role and as the Association and the post-holder develop, there will inevitably be changes in the emphasis of duties. It is expected that the post-holder will recognise this and adopt a flexible approach to work and be willing to participate in appropriate training.

Summary of Terms and Conditions of Service:

This appointment is made under the agreed Terms and Conditions of Service for ISA staff.

The post requires regular offsite visits to venues, such as the Association's Annual and Autumn Study Conferences, other events, schools and venues, occasionally requiring overnight stays.

ISA is committed to safeguarding and promoting the welfare of children and young people and expects all employees and those associated with the Association to share this commitment. Please note that this post will require the satisfactory completion of all pre-appointment checks, including the right to work in the UK, and given the nature of our work in support of schools, may require an enhanced Disclosure and Barring Service (Criminal Records Bureau) check.

Questions?

We are very happy to answer any queries that you may have at this stage. If you would like to know about the role, please phone Peter on 01799 581694, or by email on peter.woodroffe@isaschools.org.uk

How to apply

To apply for this position, please email your CV and letter of application (stating how your past experience equips you for the role and why you want to work for ISA) to the DCEO, Peter Woodroffe:

peter.woodroffe@isaschools.org.uk by **9 May, (9am)**. Please also include:

- any contractual notice period and your earliest starting date
- the full names, job titles and contact details (including email) of two appropriate professional referees (personal referees not accepted)
- whether you hold a current full UK driving licence
- whether you currently have the right to work in the UK. (Please give details: eg British Passport, Indefinite Right to Remain, Settled Status, Graduate Visa, etc.)
- where you first saw our advert.

Interviews will be held on **Thursday, 23 May**, probably in London.

ISA is an equal opportunity employer. ISA is an inclusive and nurturing organisation where employees feel empowered to share their experiences and ideas in a culture where difference is valued. We are committed to providing equality of opportunity and fostering opportunities to improve our understanding and practice. We welcome the positive impact that diverse and inclusive teams have at all levels of the Association, celebrating their differing approaches and points of view.

[More on Inclusion, Diversity and Equity at ISA](#)

Data relating to applications is stored securely for six months after the closing date of the advert. You can view our [Privacy Policy on our website](#).