

ROUND SQUARE WORLDWIDE JOB DESCRIPTION



SCHOOLS' SUPPORT DIRECTOR - AUSTRALASIA & EAST ASIA

SUMMARY INFORMATION	
Job title	Schools' Support Director - Australasia & East Asia
Location	Home or school-based in the Australasia & East Asia Region
Reporting to	Chief Executive, Round Square (based in the UK)
Time Fraction	Full time (negotiable)
Salary	Negotiable commensurate with experience and current position
Start-date	From January 2021 – negotiable subject to notice period in current role
Contract	The role will be contracted via a 2 or 3-year self-employed consultancy contract or through a secondment (paid by Round Square) from a RS school
Main job purpose	Reporting to the Chief Executive of Round Square as a member of the RS Worldwide Management Team, to work with RS schools across the A&EA Region to promote and support their development of Round Square themes and programmes, to assist them in accessing and embedding RS programmes and initiatives and to initiate and coordinate collaboration between RS schools.

BACKGROUND & OVERVIEW

Round Square is a global network of innovative schools in 40 countries on six continents that share a passion for experiential learning and character education. The Round Square approach is built around six IDEALS of learning: (International Understanding, Democracy, Environmental Stewardship, Adventure, Leadership and Service) and twelve Discoveries (inquisitiveness, tenacity, courage, compassion, inventiveness, ability to solve problems, self-awareness, sense of responsibility, appreciation for diversity, commitment to sustainability, communication and team-working skills) that together make up the Round Square Discovery Framework.

Within this Framework, Students and Faculty in Member Schools are encouraged to discover and develop their own capabilities through a range of experiences, activities, collaborative projects and challenges, both in and beyond the curriculum, including international, regional and local social service projects, exchanges and conferences.

The role of *Schools' Support Director - Australasia & East Asia* exists as part of an ongoing strategy to encourage and facilitate increased networking and collaboration between RS schools, adding value, and offering support and leadership to the RS Schools' network at regional and local levels.

Based in the A&EA Region, the successful applicant will have a background in education/ teaching and an understanding of the varying education landscape and diverse needs of schools across the A&EA Region. In this role they will draw on their ability to engage with, inform and advise schools' strategic development at a senior level to provide ambassadorial leadership and share good practice across a wide-ranging network.

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KEY TASKS AND TARGET OUTCOMES	
TASK	TARGET OUTCOME
Work with RS Candidate and Member schools in the Australasia & East Asia Region to identify how Round Square can best support the achievement of their individual Candidacy/ Membership objectives.	Round Square develops a detailed understanding of the needs of its Candidate/ Member Schools. The benefits of RS Candidacy/ Membership are maximized within each school and our schools are supported by Round Square in achieving their objectives
Co-ordinate with Worldwide Management Team colleagues to provide tailored specialist guidance and support to individual schools within the region.	
Work with Heads of School within the region, RS Reps and colleagues on the Worldwide Management Team to actively connect the region's schools with other RS schools around the world on areas of mutual interest and support.	Round Square Heads and their schools are encouraged and supported in building their networks to further develop individual areas of interest and extend greater opportunities to their students through active collaboration
Support global initiatives to engage more faculty members from RS schools in collaboration and networking including Curriculum Leads, Early Years and Marketing and admissions, by encouraging schools within the region to involve their faculty and staff	Schools have multiple routes to engaging with Round Square and the RS community is representative of, relevant to, and embedded within a wider range of school functions
Facilitate collaborative working between RS schools within the region on both academic and non-academic programmes and initiatives, as well as virtual and physical exchanges and conferences, RS Postcards and IDEALS Challenges, Service Projects, and professional development opportunities including Good Practice Sharing between schools	More opportunities are created for more students, Heads and Reps to engage in high-quality activity and PD beyond their own school
Promote and facilitate implementation of the RS Discovery Framework; signpost, advise and share good practice on RSDF implementation between schools within the region.	RS Schools in the Australasia & East Asia region are actively engaged with the RSDF and are assisted in sharing their experiences with others
Work with WMT Colleagues, and in consultation with RS schools within the A&EA region, to develop and run RS Forum events that bring together representatives from across the region and include an appropriate element of Professional Development and training alongside RS business	All schools have access to RS development and training opportunities and are encouraged to share their wealth of experience for the benefit and continuous improvement of individual schools and the region as a whole Greater opportunity for Heads of school within the region to develop their personal networks and engage in tailored professional development
Work with Heads of School within the region and colleagues on the WMT to identify (and subsequently introduce) Professional Development opportunities that would be beneficial for them (and their staff teams)	

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KEY TASKS AND TARGET OUTCOMES (continued)	
TASK	TARGET OUTCOME
Encourage and coach schools within the region in engaging with the RS web site to share updates, good practice & new ideas. Spot and submit news items. Identify potential case study subjects and Alumni Stories. Promote good practice sharing online between schools and signpost schools to the resources available via the RS Intranet.	All Candidate and Member schools within the region are able to access and share high quality resources, swap ideas and exchange and develop good practice online. Their work is appropriately represented on the RS web site and they can exploit the potential of RS social media and web platforms.
Maintain lines of communication and a regular flow of information between schools within the region and all members of the RS WMT. Encourage schools to read the WMT Update and visit the RS web site. Connect schools with individual members of the WMT as appropriate to their needs	All schools have a good understanding of, and access to, the range of support on offer from the Round Square Team. The RS Team has good understanding of activities, priorities and pressures within the region's schools
Proactively seek out, and engage with, potential new RS schools in the Australasia & East Asia region, especially in the north of the region in areas that are unrepresented or under-represented, drawing on the experience and recommendations of existing member and candidate schools	Membership growth within Round Square is promoted, targeted and managed to the benefit of new and existing members. New schools are added to the Australasia & East Asia region, increasing the range of collaboration and networking partners for all RS schools worldwide, and bring greater membership diversity to the region.
Manage the enquiry process of incoming schools in the Australasia & East Asia Region and manage (and guide them through) the application and evaluation process	
Provide support to schools in inducting new RS Reps, and to new schools in getting started with Round Square. Facilitate mentoring relationships with counterparts in other RS schools.	Incoming Heads and reps are welcomed, supported, equipped, coached & encouraged as they join the RS community.
Safeguard the Round Square brand and champion appropriate use of RS nomenclature in the region to incorporate explicit Round Square branding on all appropriate school activities	The RS brand is used effectively and appropriately and protected for the benefit of all members of the RS community.
Maintain accurate, up-to-date school records on the RS Podio platform for all enquiring, applicant, candidate and member schools, and ensure that contact details held by RSW for Heads and Reps are kept up to date.	All members of the WMT are easily able to communicate with schools in the Australasia & East Asia Region, and have the latest information about each school at their fingertips



SKILLS/ ATTRIBUTES/ KNOWLEDGE/ EXPERIENCE	
Essential	A background in education/ teaching and a passion for character education
	The ability to engage with, inform and influence schools' strategic development at a senior level
	An understanding of the nuances and differences in the education landscape across Australasia and East Asia
	An ability to provide ambassadorial leadership to a broad-ranging network
	Leadership skills as appropriate to coordinating and facilitating collaborative working
	Ability to recognise emerging trends and patterns and respond to them proactively
	A proven track record as a project leader
	A detailed understanding of the workings of a school environment
	A high level of IT literacy and a willingness to embrace new platforms and systems
	Willingness to take responsibility for, and implement, leadership decisions
	Attention to detail, strong team-working and problem-solving skills.
	Excellent analytical, administrative, organisation and negotiation skills.
	A high level of self-motivation and initiative.
	Excellent written and verbal communication skills.
	A preparedness to travel and work away from home for short periods of time both within the region and internationally
	A good honors degree or equivalent qualification.
A teaching or other education-related qualification.	
Desirable	Experience of working in a Round Square school.
	Proficiency in both English and an Asian Language
	Experience of working in or with the not for profit/charity sector.