

ROUND SQUARE WORLDWIDE JOB DESCRIPTION

SCHOOLS' SUPPORT DIRECTOR – USA & CANADA



SUMMARY INFORMATION

Job title	Schools' Support Director – USA & Canada
Location	Home or school-based in the USA or Canada (with reasonable access to an airport)
Reporting to	Chief Executive, Round Square (who is based in the UK)
Time Fraction	Full time
Fees	USD \$140K - \$160K (or CAD equivalent) per annum invoiced monthly inclusive of taxes
Contract	The role will be contracted via a 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 USA and Canada to promote and support their development of Round Square themes and programs, to assist them in accessing and embedding RS programs and initiatives and to initiate and coordinate collaboration between RS schools.

BACKGROUND & OVERVIEW

Round Square is a global network of innovative schools in 50 countries on six continents that share a passion for experiential learning and character education.

The Round Square approach is built around six themes, our “IDEALS” (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).

Together these make up the Round Square Discovery Framework, which is our expression of Character Education and Experiential Learning. Within this Framework, Students and Faculty in Round Square Candidate and 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 social service projects, student exchange, conferences, academic collaborations and online and in-person debates.

The role of *Schools' Support Director – USA & Canada* exists to encourage and facilitate networking and collaboration between RS schools, adding value, and offering support and leadership to the RS Schools' network at USA & Canadaal and local levels. As part of the Round Square Management Team, the SSD USA & Canada also contributes to a range of collaborative initiatives for programme development and delivery, working with colleagues and counterparts across the world.

Based in the USA or Canada, the successful applicant will work closely with the SSD Latin America to coordinate support for the Americas USA & Canada as a whole, They will have a background in education, ideally at a senior leadership level, and an understanding of the varying education landscape and diverse needs of schools in the USA and Canada. 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 USA & Canada 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 (WMT) colleagues to provide tailored specialist guidance and support to individual schools within the USA & Canada.	
Work with Heads of School within the USA & Canada, RS Coordinators and colleagues on the Worldwide Management Team to actively connect schools in the USA and Canada 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 USA & Canada 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 USA & Canada on both academic and non-academic programs 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 Coordinators to engage in high-quality activity and PD beyond their own school.
Promote and facilitate schools embedding the RS Discovery Framework; signpost, advise and share good practice around the RSDF between schools within the USA & Canada.	RS Schools in the USA and Canada are actively engaged with the RSDF and are assisted in sharing their experiences with others.
Work with the SSD Latin America. and other WMT Colleagues, and in consultation with RS schools within the Americas Region, to develop and run RS Forum events that bring together representatives from across the Americas 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 Americas Region as a whole.
Work with Heads of School within the USA & Canada and colleagues on the WMT to identify (and subsequently introduce) Professional Development opportunities that would be beneficial for them (and their staff teams).	Greater opportunity for Heads of school within the Americas to develop their personal networks and engage in tailored professional development.

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KEY TASKS AND TARGET OUTCOMES (continued)	
TASK	TARGET OUTCOME
<p>Encourage and coach schools within the USA & Canada in engaging with the RS web site, App and Learning Hub to share updates, good practice & new ideas.</p> <p>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, Learning Hub and App.</p>	<p>All Candidate and Member schools within the USA & Canada 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, App and Learning Hub and they can maximise the potential of RS social media and web platforms.</p>
<p>Maintain lines of communication and a regular flow of information between schools within the USA & Canada and all members of the RS WMT, particularly the SSD Latin America. Encourage schools to read the WMT Update, download and use the RS App, and visit the RS web site and Learning Hub. Connect schools with individual members of the WMT as appropriate to their needs.</p>	<p>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 schools in the USA and Canada.</p>
<p>Proactively seek out, and engage with, potential new RS schools in the USA and Canada, especially in areas that are unrepresented or under-represented, drawing on the experience and recommendations of existing Member and Candidate schools.</p>	<p>Membership growth within Round Square is promoted, targeted and managed to the benefit of new and existing members.</p> <p>New schools are added to the RS network in the USA and Canada, increasing the range of collaboration and networking partners for all RS schools worldwide, and bring greater membership diversity to the Americas Region.</p>
<p>Manage the enquiry process of incoming schools in the USA and Canada and manage (and guide them through) the application and evaluation process.</p>	
<p>Provide support to schools in inducting new RS Coordinators, and to new schools in getting started with Round Square. Facilitate mentoring relationships with counterparts in other RS schools.</p>	<p>Incoming Heads and RS Coordinators are welcomed, supported, equipped, coached & encouraged as they join the RS community.</p>
<p>Safeguard the Round Square brand and champion appropriate use of RS nomenclature in the USA & Canada to incorporate explicit Round Square branding on appropriate school activities.</p>	<p>The RS brand is used effectively and appropriately and protected for the benefit of all members of the RS community.</p>
<p>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 Round Square for Heads and RS Coordinators are kept up to date.</p>	<p>All members of the WMT are easily able to communicate with schools in the USA and Canada, and have the latest information about each school at their fingertips.</p>



SKILLS/ ATTRIBUTES/ KNOWLEDGE/ EXPERIENCE	
Essential	A background in school leadership/ 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 the USA & Canada
	An ability to provide ambassadorial leadership to a broad-ranging network
	Leadership skills as appropriate to coordinating and facilitating collaborative working
	Ability to recognize 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 teamworking and problem-solving skills.
	Excellent analytical, administrative, organization 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 USA & Canada and internationally
Desirable	Experience of working in a Round Square school.
	A good honors degree or equivalent qualification.
	A teaching or other education-related qualification.
	Experience of working in or with the not for profit/charity sector.