



GORDONSTOUN

Broader experiences, broader minds

HEAD OF GORDONSTOUN INTERNATIONAL SUMMER SCHOOL (GISS)

Reports to: Director of Gordonstoun International Summer School (GISS) & Enterprises

Job Purpose: We are looking for a talented and enterprising individual to take on the operational management of our world-renowned Gordonstoun International Summer School (GISS). The successful candidate will be responsible for all aspects of the planning, preparation and delivery of GISS, including staff recruitment, programme development, and the implementation of robust policies and procedures. Supported by the Director of GISS & Enterprises, the Head of GISS will act as the onsite programme lead whilst the summer school is in operation.

Grade and working hours: Grade 6N

Full time, flexible, with particularly intensive working during summer school.

Responsibilities of all members of staff:

- Comply with Gordonstoun's policies and procedures on Child Protection and Health and Safety.
- Contribute in a positive way to the ethos of the school in line with Gordonstoun's values: Safe, Positive, Improving.
- Carry out any other task as required from time to time in order to support the school.

Major responsibilities of the role:

Staff Management

- Line management of the full time GISS Administration team.
- To supervise the temporary GISS staff team, ensuring each member of staff receives appropriate training for their role, and feels empowered to deliver a positive experience for our students.
- To oversee staff rotas during GISS, maintaining a central view of staff working times, ensuring each member of staff is fully utilised, and has scheduled downtime in accordance with their contract.
- Supported by the Director, deal with any major staffing issues or disputes.

Academic and Activities

- To develop and manage an academic programme for students, ensuring the programme continues to evolve, developing new high quality study options that are linked to and reflective of a Gordonstoun education.

- To ensure academic staff are managed competently and professionally, with effective support, guidance and training provided in the lead up to and during summer school so that the academic element of the course is of the highest quality.
- To oversee the campus wide activities programme, ensuring each activity is exciting and challenging, while ensuring the timetable is designed to allow effective delivery of each experience and positive student participation.
- To oversee the rotation of students to offsite residential opportunities, ensuring effective policies and procedures are in place to support a consistent experience for staff and students across all GISS locations.

Student Welfare

- To ensure an outstanding pastoral care service is provided at all times, so that students are safe and cared for across all GISS locations, exceeding the expectations of parents.
- To ensure Gordonstoun's Child Protection and Health & Safety policies and procedures are fully understood and implemented by staff.
- Supported by the Director deal with any major disputes, complaints or behavioural issues relating to students.

Operations

- To ensure clear and efficient administrative systems and processes are in place to support student and staff recruitment, and all GISS operational matters.
- To oversee the implementation of new digital systems to better support GISS operations.
- To review and update course materials, including parent communications and marketing collateral.
- To ensure student travel to and from campus, and student transport during the summer programme, is managed effectively.
- To work closely with and establish clear lines of communication with key departments at Gordonstoun, including IT, Domestic Services, Catering, Transport and Estates.

Other Programmes

- To support the Director in the development of other programmes (on and off campus, during and outside term-time) to enhance the Gordonstoun Enterprises offer.
- Some travel may be required to support the promotion of the Summer School and other Gordonstoun programmes.

PERSON SPECIFICATION:

Attributes	Essential	Desirable	Assessment Method
Education and Qualifications	<ul style="list-style-type: none"> Degree or equivalent level of qualification or experience 		Application form Sight of qualifications at interview
Knowledge	<ul style="list-style-type: none"> Appreciation of the potential to generate income and raise the profile of Gordonstoun through the delivery of innovative, high-quality programmes. 		
Skills and Experience	<ul style="list-style-type: none"> Significant experience at a management level Experience working with children and young people Experience leading change and improvement Able to prioritise tasks and organise own time effectively Excellent IT skills, including experience of MS Office applications and MS Teams 	<ul style="list-style-type: none"> Management experience within a summer school environment Strong digital skills 	Application form Interview References
Personal skills and qualities	<ul style="list-style-type: none"> Excellent communication and interpersonal skills Enthusiastic, diligent and calm under pressure A positive and proactive attitude Flexible, with a can-do attitude Ability to seek and implement creative solutions Someone who creates a positive and cooperative working environment A commitment to Gordonstoun's unique educational ethos A commitment to doing the best for students from diverse cultural backgrounds. 		Application form Interview References
Child Protection	<ul style="list-style-type: none"> Suitable to work with children A full PVG check will be completed on the successful candidate 	<ul style="list-style-type: none"> Experience of working with children and young people 	References PVG check