

GIRLS' SCHOOLS ASSOCIATION

# Head of Education

## Job Description

---

### Main Purpose

---

The Head of Education is responsible for leading GSA's educational offer, providing expert advice, guidance and support to member schools, and ensuring the Association remains at the forefront of educational excellence, policy and practice.

Working closely with the CEO and colleagues across the GSA team, the postholder will contribute to member recruitment and retention, accreditation, professional learning, research and educational policy. They will build trusted relationships with Heads and senior leaders, represent GSA with key sector organisations and contribute to the strategic development of the Association.

This is a newly created role with significant opportunity for the successful candidate to shape and develop the position in line with GSA's strategic priorities and the evolving needs of its members.

### About GSA

---

The Girls' Schools Association (GSA) is the professional association for Heads of leading independent, state, day and boarding schools specialising in the education of girls. We have a national and international membership.

Supported by a small, dedicated team, GSA champions excellence in girls' education, promotes collaboration between schools and provides high-quality professional support, leadership development, research and representation on behalf of its members.

Further information can be found at [www.gsa.uk.com](http://www.gsa.uk.com).

### Key Responsibilities

---

#### EDUCATIONAL LEADERSHIP AND MEMBER SUPPORT

- Provide expert advice and guidance to member schools on educational policy, curriculum, university admissions, inspection, governance and compliance.
- Monitor developments across education and translate these into practical advice, briefings and resources for members.
- Support schools with inspection-related matters, including compliance, action planning and re-accreditation, liaising with Ofsted and ISI, where appropriate.

- Produce policy briefings, consultation responses and guidance documents to support members.
- Promote innovative and evidence-informed educational practice that supports girls and young women to flourish.

### PROFESSIONAL LEARNING AND RESEARCH

- Contribute to the design and delivery of GSA's professional learning and leadership development offer.
- Create opportunities for members to collaborate and share effective practice.
- Oversee GSA research projects and ensure findings are effectively communicated to members.
- Identify emerging educational themes that will inform future programmes and services.

### MEMBERSHIP AND ACCREDITATION

*Working alongside the Membership Manager and Leadership Consultant:*

- Support the recruitment and retention of member schools.
- Contribute to membership and accreditation processes, particularly for state schools.
- Participate in accreditation visits and prepare associated reports.
- Support the induction of new members.
- Contribute to the ongoing development of GSA's membership offer.

### MEMBER ENGAGEMENT

- Attend and contribute to GSA committees, forums and Head-to-Head meetings as required.
- Oversee the development of Cluster Groups and encourage collaboration across the membership.
- Build strong professional relationships through regular visits to member schools.
- Act as a trusted adviser to Heads and senior leaders.

### EXTERNAL REPRESENTATION

*Represent GSA, as agreed with the CEO, through:*

- meetings with partner organisations including ISC, DfE, OFSTED, ISI, ASCL, ISTIP and other educational bodies;
- conferences, working groups and consultation events;
- policy discussions and educational forums;
- media interviews, social media and sector commentary where appropriate.

### LEADERSHIP WITHIN GSA

- Line-manage members of the GSA team as agreed with the CEO.

- Contribute to the strategic development of the Association including policy development and review.
- Work collaboratively across the organisation to deliver GSA priorities.
- Prepare briefing papers and reports for the CEO and Council as required.
- Attend team meetings, planning events and staff development activities.
- Undertake such other duties appropriate to the seniority of the role as may reasonably be requested by the CEO.

## Person Specification

| SECTION   | CATEGORY       | REQUIREMENT                                                                       | APPLICATION | INTERVIEW |
|-----------|----------------|-----------------------------------------------------------------------------------|-------------|-----------|
| ESSENTIAL | Qualifications | Degree educated (or equivalent professional qualification).                       | ✓           |           |
| ESSENTIAL | Experience     | Significant senior leadership experience within schools.                          | ✓           | ✓         |
| ESSENTIAL | Experience     | Experience of leading teaching, learning and curriculum development.              | ✓           | ✓         |
| ESSENTIAL | Experience     | Strong understanding of current educational policy and national developments.     | ✓           | ✓         |
| ESSENTIAL | Experience     | Proven ability to turn policy into practice in school.                            | ✓           | ✓         |
| ESSENTIAL | Experience     | Experience of inspection frameworks and school improvement.                       | ✓           | ✓         |
| ESSENTIAL | Experience     | Experience of leading professional development for staff.                         | ✓           | ✓         |
| ESSENTIAL | Experience     | Experience of building productive relationships with senior stakeholders.         | ✓           | ✓         |
| ESSENTIAL | Knowledge      | Excellent understanding of curriculum, assessment and school improvement.         | ✓           | ✓         |
| ESSENTIAL | Knowledge      | Strong knowledge of governance, safeguarding and compliance within schools.       | ✓           | ✓         |
| ESSENTIAL | Knowledge      | Understanding of the state school sector and its current challenges.              | ✓           | ✓         |
| ESSENTIAL | Knowledge      | Appreciation of the opportunities and challenges facing girls' education.         | ✓           | ✓         |
| ESSENTIAL | Skills         | Outstanding written and verbal communication skills.                              | ✓           | ✓         |
| ESSENTIAL | Skills         | Excellent presentation and facilitation skills.                                   |             | ✓         |
| ESSENTIAL | Skills         | Ability to build credibility and trusted relationships quickly.                   |             | ✓         |
| ESSENTIAL | Skills         | Strong organisational and project management skills.                              | ✓           | ✓         |
| ESSENTIAL | Skills         | Ability to analyse complex information and communicate it clearly.                | ✓           | ✓         |
| ESSENTIAL | Skills         | Ability to work independently whilst contributing positively within a small team. | ✓           | ✓         |

| SECTION   | CATEGORY           | REQUIREMENT                                                                                     | APPLICATION | INTERVIEW |
|-----------|--------------------|-------------------------------------------------------------------------------------------------|-------------|-----------|
| ESSENTIAL | Skills             | High levels of professionalism, judgement and discretion.                                       |             | ✓         |
| ESSENTIAL | Personal Qualities | Passion for educational excellence and empowering girls.                                        | ✓           | ✓         |
| ESSENTIAL | Personal Qualities | Collaborative and supportive leadership style.                                                  |             | ✓         |
| ESSENTIAL | Personal Qualities | Curious, innovative and forward-thinking.                                                       | ✓           | ✓         |
| ESSENTIAL | Personal Qualities | Flexible and adaptable team player.                                                             |             | ✓         |
| ESSENTIAL | Personal Qualities | Commercially aware and committed to delivering value for members.                               | ✓           | ✓         |
| ESSENTIAL | Personal Qualities | Calm under pressure.                                                                            |             | ✓         |
| ESSENTIAL | Personal Qualities | Willingness to travel nationally.                                                               | ✓           | ✓         |
| ESSENTIAL | Personal Qualities | A positive outlook and a well-developed sense of humour.                                        |             | ✓         |
| DESIRABLE | Qualifications     | Qualified Teacher Status (QTS) or equivalent teaching qualification.                            | ✓           |           |
| DESIRABLE | Experience         | Experience of working across both the independent and state sectors.                            | ✓           | ✓         |
| DESIRABLE | Experience         | Experience of educational research or policy development.                                       | ✓           | ✓         |
| DESIRABLE | Experience         | Experience of accreditation or inspection processes.                                            | ✓           | ✓         |
| DESIRABLE | Experience         | Experience of representing an organisation externally.                                          | ✓           | ✓         |
| DESIRABLE | Experience         | Experience of working with membership organisations, charities or not-for-profit organisations. | ✓           | ✓         |
| DESIRABLE | Skills             | Experience of delivery of training or coaching.                                                 | ✓           | ✓         |
| DESIRABLE | Skills             | Experience of media engagement or public speaking.                                              | ✓           | ✓         |

## Terms

---

GSA is a fully remote team. The postholder will be expected to work flexibly to meet the needs of the Association, including occasional evening and weekend commitments and travel throughout the UK and beyond.

### EMPLOYMENT DETAILS

|                     |                                                                                    |
|---------------------|------------------------------------------------------------------------------------|
| DIRECT LINE MANAGER | GSA Chief Executive Officer                                                        |
| SALARY              | £65,000                                                                            |
| TERM                | Permanent                                                                          |
| LOCATION            | Remote, with travel to in-person meetings, schools and events                      |
| HOURS OF WORK       | Full time: 9–5pm                                                                   |
| EXPECTED START DATE | January 2027, with handover by arrangement from Nov/Dec 2027, earlier if possible. |