



The Independent Schools Examinations Board is seeking to appoint a new Chair to succeed Durell Barnes who will retire from this role on the appointment of his successor. This part time position would suit someone who has a strong track record in senior leadership and strategic planning, together with a good understanding of the current educational landscape.

Highly developed negotiating and presentation skills, alongside experience of senior governance will also be required. Working closely with the CEO, Julia Martin, the role involves providing entrepreneurial leadership to the company, setting strategic aims and promoting ISEB's values and standards. It is intended that the new Chair will take up this post in the spring of 2022, though some flexibility over the start date may be possible. Interviews are due to take place in August with a **closing date for applications of 9am on 28<sup>th</sup> July 2021.**

For further details and an application form, please contact Andrew Nott ([andrew@aneconsultancy.com](mailto:andrew@aneconsultancy.com) & 07799 411406). Durell Barnes would also be happy to discuss the position with prospective candidates ([durell.barnes@iseb.co.uk](mailto:durell.barnes@iseb.co.uk))

## Appointment of new ISEB Chair

### About ISEB

A trusted provider of rigorous transition assessments for independent schools, ISEB is currently embarking on an ambitious programme of development to ensure its place as an innovative examination board and provider of assessment and curriculum related services to schools.

At Key Stage 3, ISEB provides specifications and examinations for 13+ CE (Common Entrance) and for CASE (Common Academic Scholarship Examinations) as well as the iPQ (ISEB Project Qualification). At Key Stage 2, ISEB provides specifications for 11+ CE and the Common Pre-Test.

ISEB was established in 1903 to streamline the admissions assessments for independent senior schools and this remains a key part of its role. ISEB is best known for CE at 13+ and this traditional examination has recently been modernised. New specifications are in place for teaching from September 2021 based on Core Aims identified after an extensive consultation with the sector. These are that pupils who have pursued a course of study based on CE specifications will:

- Be equipped not only for the next stage of their education but for life-long learning based on a secure foundation of subject knowledge, concepts and skills and the ability to apply what they know to new situations

- Be enthusiastic learners who are open to new ideas and experiences, curious, questioning and keen to experiment
- Enjoy reading and be able to articulate clearly in writing and orally
- Have the confidence to weigh up evidence, make up their own minds and have resilience to learn from their mistakes
- Have the skills to work independently and collaboratively
- Understand how subjects connect with each other
- Demonstrate cultural awareness and empathy, developing an understanding of their own place in the world.

ISEB has a longstanding reputation for providing rigorous assessments and highly effective CPD for teachers. Over 1000 teachers have already attended CPD sessions on the new specifications which are supported by the iPQ, an age-appropriate version of the Extended Project Qualification undertaken in many senior schools in the sixth form. CASE is still based on CE specifications and a further qualification in Thinking Skills is in development. ISEB is known for its response to the needs of the sector and aims to provide a suite of services which will cater for the rapidly changing requirements of schools; increasingly, it is seen as an influential voice in the sector.

The digital CPT is in extensive use as a pre-test for senior schools, usually taken in the autumn term of Year 6 or 7. It is an adaptive test which can be standardised by age and consists of components in English, mathematics and verbal and non-verbal reasoning. It is also used as a test for 11+ entry and a further digital test for transition to senior schools is under consideration. ISEB currently still offers a traditional paper 11+ CE examination. In 2021-22 there will be an iPQ designed for individuals and groups in Years 5 and 6.

### **The Organisation**

The ISEB Board consists of three Vice Chairs from the Patron Associations (GSA, HMC and IAPS), who are shareholders in the company, two other members from each association and up to two independent directors.

The full board meets three times a year and is supported by the following committees:

- the Finance Committee (which oversees the financial affairs of ISEB and makes recommendations to the board on financial matters)
- the Education Committee (which oversees the work of the Academic Committees, reviews the services provided and considers potential new services, making recommendations on these to the board)
- the Academic Committees (for mathematics and science, for classics and languages and for English and the humanities, which oversee the work of the setting teams, ensuring the high quality of all syllabuses and assessment)
- and the Editorial Endorsement Committee (which oversees publications with ISEB endorsement).

The day-to-day operations are undertaken by a small team of nine staff based at Ringwood in Hampshire. The CEO currently acts as Company Secretary. ISEB works in partnership with a number of other organisations in the provision of its

services to schools. ISEB's two major partners are GL Assessment, which provides the platform for the CPT, and Galore Park Publishing, a subsidiary of Hodder Education. Galore Park sells past papers to schools and parents and publishes a range of high-quality resources to support the teaching of CE specifications. CE examinations are set through GradeMaker and published by Stephen Austin.

### **About the role**

This part-time role involves providing entrepreneurial leadership to the company, setting strategic aims and promoting the company's values and standards. The Chair will work closely with the CEO, Julia Martin, who is tasked with delivering a range of assessments and supporting services in conjunction with publishing and digital partners.

Candidates will have a track record of strong leadership and strategic planning, they will understand the current educational landscape and have highly developed negotiating and presentational skills.

The new Chair will take up this post in the spring of 2022, though some flexibility over a start date may be possible.

### **Job Description**

- With the CEO, provide entrepreneurial leadership of the Company, set the Company's strategic aims and its values and standards
- Maintain and oversee the effective governance and financial management of the company
- Set the board's agenda, primarily focused on strategy, performance, value creation and accountability
- Ensure that adequate time is available for discussion of agenda items, in particular strategic issues and ensure discussions are undertaken professionally and productively
- Ensure that the board determines the nature and extent of significant risks that the Company is willing to embrace in implementing its strategy
- Ensure that the board has effective decision-making processes and applies sufficient challenge to major proposals
- Ensure that new board members receive an appropriate induction
- Ensure that board committees are properly structured with appropriate terms of reference
- Encourage all board members to engage in board and committee meetings by drawing on their skills, experience, knowledge and, where appropriate independence, and to undertake an annual review of members' contributions, including the use of external review as deemed useful
- Develop productive relations with all board members and the CEO
- Undertake the annual review of the performance of the CEO in line with Company policy
- With the CEO, play a prominent role in ensuring that the Company is at the forefront of educational developments, attending and in some cases speaking at ISEB, association and other appropriate conferences and contributing articles to ISEB newsletters and appropriate periodicals
- Liaise with the chairs of the Patron Associations, especially about strategy and

communication plans

- Guide and support the CEO and the office team, including approving agendas and minutes and visiting HQ occasionally to provide support
- Communicate regularly with the CEO to discuss strategic matters and keep abreast of Developments

### **Person specification (skills and experience)**

#### **Essential**

- A degree or equivalent
- A proven successful experience in a senior leadership role
- An understanding of the role of governance
- Strong negotiating, presenting and organisational skills
- Experience of engaging and building relationships with stakeholders
- Experience of initiating, directing and monitoring strategic plans
- Highly developed problem solving skills
- The ability to develop useful networks

#### **Desirable**

- Experience of working in education
- An understanding of the independent sector
- An understanding of the role of a director
- Knowledge of educational assessment
- An ability to articulate vision
- Drive and enthusiasm
- Strong interpersonal skills to ensure successful working relationships with a wide range of people

### **Hours of work**

The role is part time, two days per week in term time, although the Chair may need to be available at other times.

### **Location**

The role may be undertaken from home, but regular meetings will take place in London and elsewhere. The Chair will be required to visit the Ringwood office periodically. The appointment becomes vacant on the retirement of the current Chair, Durell Barnes, who will remain in post until the new incumbent takes on the role.

### **Remuneration**

The salary is £30,000 per annum, paid monthly in arrears. All appropriate travel and subsistence expenses will be refunded. The Chair's performance is subject to annual review by two or more of the Vice Chairs.