

# Role Profile Head of Educational Quality & Improvement

Location: UK

Function/Department: UK

Reporting To: Regional Director of Education  
(with soft reporting to UK Managing Director)

**COGNITA**

# Building a strong culture for an evolving world

For our extraordinary community to fulfil our purpose, we rely on the strength of our culture. We thrive and our students thrive when we go forward together, progress by facing challenge, anticipate the future, and stay open to new ideas and ways of working.

## Our Mindsets

Building a thriving culture isn't accidental – it's the result of intentional choices and actions we take every day. By living through our mindsets, we don't just shape the way we work – we build a culture that empowers us to drive purpose and create change so we can grow, succeed and make a lasting impact.

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### We go together

We are stronger together, as one global schools system and operate with our collective goals in mind. We show up for one another, collaborate widely and share generously.

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### We believe we can

We are driven and passionate about what we do. Determined learners, we progress fast by facing challenges and empowering others to do the same. We take ownership of our responsibilities and always believe there is a way.

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### We stay ahead

We embrace change to stay ahead, whilst maintaining high-standards and best practice. We anticipate the future, not afraid to do things differently so that both our students and our business thrive today and tomorrow.

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### We share a growth mindset

We always consider the needs and perspectives of others. We are open to new ideas and ways of working, connecting to wider perspectives wherever possible.

# What you'll be doing

## Role purpose

To lead the delivery of school quality assurance, school improvement and educational governance across the UK portfolio schools, ensuring that schools are supported and challenged to continuously strengthen the quality of education, educational leadership and student outcomes.

The role acts as the system lever for implementing the organisation's Thriving Schools Framework, ensuring that schools are supported and challenged to deliver high-quality education and meet agreed standards of performance.

## Scope of the Role

- Reporting to the Regional Director of Education, the Head of Educational Quality and Improvement leads the implementation of school quality assurance, improvement and educational governance across a portfolio of schools.
- The role works in close partnership with Heads of School and senior leaders to evaluate school performance, identify improvement priorities and support schools in strengthening educational quality.
- The role also leads professional networks, supports leadership development across the region and contributes to regional and group-wide education initiatives.
- While much of the role involves direct engagement with schools through visits, virtual engagement and governance processes, the role also contributes to regional strategy, system learning and the implementation of group-wide education frameworks.
- Where working with partner-branded schools, the role ensures that Cognita expectations are aligned with and integrated alongside partner frameworks and standards.

Frequent travel is required as part of this role, primarily focused on supporting school improvement and quality assurance through governance.

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## What you will be doing

### Portfolio School Improvement

- Lead the delivery of school improvement across the UK portfolio, ensuring that schools are supported and challenged to continuously strengthen educational quality and leadership.
- Identify improvement priorities across the portfolio and ensure that appropriate support and monitoring arrangements are in place to accelerate progress where needed.
- Monitor improvement actions and evaluate impact through regular engagement with schools.

### School Quality Assurance

- Provide high-quality evaluation of schools through triangulation of evidence, including data analysis, school self-evaluation, stakeholder voice, and direct observation.
- Ensure that schools maintain robust self-evaluation processes and clear improvement priorities (in a well-articulated School Improvement Plan) aligned with organisational expectations.

- Identify strengths and areas for development and ensure that findings translate into measurable improvement actions.

### **Educational Governance**

- Lead governance processes that hold schools accountable for agreed improvement priorities and the evaluation of impact.
- Ensure that governance arrangements draw on a range of evidence and provide clear insight into educational quality, risk, and improvement progress.
- Support the Regional Director of Education in ensuring that governance processes are aligned with the Cognita Governance Framework.
- Where applicable, shape governance reporting for partner schools so that boards have clear visibility of educational performance and risk.

### **System Implementation**

- Ensure the effective implementation of group-wide education frameworks, policies, and playbooks across schools in the UK portfolio.
- Support the Regional Director of Education in delivering key regional and group initiatives.
- Act as a regional sponsor for specific system priorities where appropriate.

### **Professional Learning and System Capacity**

- Lead high-quality professional learning and leadership development opportunities for Heads of School and senior leaders.
- Facilitate knowledge exchange and knowledge mobilisation across schools through networks, peer review, and collaborative improvement processes.
- Support the development of leadership capacity across the portfolio to sustain long-term improvement.

### **Inspection and Accreditation**

- Ensure ongoing risk assessment of every school in preparation for inspection and/or external accreditation, demonstrating credible knowledge of requirements.
- Provide expert support to schools in preparation for inspections, accreditations, and authorisation processes.
- Support school leaders in managing inspection processes and implementing post-inspection improvement actions.
- Represent the proprietor during inspection and/or accreditation processes.

### **Partner School Integration**

- Support the successful integration of newly acquired schools into the organisation by ensuring that expectations, frameworks, and improvement priorities are clearly established.
- Where schools operate within partner brands, ensure alignment between Cognita expectations and partner frameworks.

### **Contribution to Student Safety**

- Model safe and inclusive practice through interactions with school and central teams.
- Maintain strong safeguarding awareness and ensure that safeguarding practice is considered within school evaluation processes.

- Work in close partnership with the Regional Safeguarding Lead to ensure that safeguarding concerns identified through school engagement are appropriately addressed.
- Ensure that safe, inclusive, and supportive learning environments remain central to school quality and improvement activity.

### **Commercial Contribution**

- Strengthen the performance and sustainability of the UK portfolio by supporting improvements in educational quality, leadership effectiveness, and student outcomes.
- Contribute to the organisation's reputation and growth by ensuring that schools deliver high-quality educational experiences that attract and retain families.
- Support the successful integration of newly acquired and partner schools by ensuring strong educational governance and improvement support.

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## **Safeguarding Responsibilities**

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

# What you'll bring

Essential	Desirable
<p><b>Skills</b></p> <ul style="list-style-type: none"><li>• Deep understanding of school quality assurance and improvement frameworks.</li><li>• Strong expertise in school self-evaluation and evidence-informed improvement.</li><li>• Ability to analyse multiple sources of data and evidence to evaluate school performance.</li><li>• Strong understanding of effective teaching and learning practices.</li><li>• Ability to build trusting and challenging professional relationships with school leaders.</li><li>• Experience facilitating professional learning and leadership development.</li><li>• Strong communication and influencing skills.</li></ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"><li>• Understanding of inspection and accreditation processes.</li><li>• Experience working with international school frameworks or multiple curricula.</li></ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"><li>• Senior leadership experience in schools or education systems.</li><li>• Experience leading school improvement initiatives, particularly in secondary settings</li><li>• Experience working with school evaluation, governance or inspection processes.</li></ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"><li>• Experience working across multiple schools or within a school group.</li><li>• Experience supporting leadership development or professional learning.</li><li>• Experience working with international schools or partner school frameworks.</li></ul>

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The Key Accountabilities listed above are not exhaustive and may be varied from time to time as dictated by the changing needs of Cognita. In this case, any significant changes or variations will be consulted with the post holder before undertaking these responsibilities

**Key Stakeholders you'll be working with**

**Internal:** UK Leadership Team, Regional Education Team (Europe & USA), Group Education Team (Global)  
**External:** Brand Partners, Relevant Inspecting bodies

**To be signed and dated by employee:**

**Signed:** .....

**Name (print):** .....

**Date:** .....

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Discover  
purpose,  
create change

COGNITA