

## **JOB DESCRIPTION**

**Role:** Head of RBO Schools

**Reports to:** Director of Learning and Participation

**Manages:** Curriculum Manager; Digital Strategy Manager; Partnerships Manager; RBO Schools Business & Operations Manager

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### **About RBO Learning and Participation (L&P)**

Learning and Participation (L&P) is central to RBO's mission of making the extraordinary for everyone. Our work in schools and communities up and down the country is driven by our free, curriculum linked programmes, specially designed to inspire creativity, broaden participation and diversify the future of ballet and opera. These sit alongside industry-leading talent development projects, regional partnerships, and a raft of daytime events, family activities, exhibitions and concerts to open up our Covent Garden home.

We believe every child should have the chance to be creative, experiencing high quality arts education throughout their school lives. In the face of the squeeze on the arts in schools and the lack equity in arts education geographically and economically, RBO Schools demonstrates our purposeful commitment to change. We currently engage over 1,500 school across the nation with a programme that is distinctive in its vision and scale and underpinned by research. We invest in teacher development for system change, drive innovation through digital learning and build a network of partnerships across the country and high levels of advocacy. Based in our second home in Thurrock, our work through RBO East facilitates local place-based partnerships offering a range of RBO teacher development programmes and creative interventions for children and young people across Essex, Hertfordshire, Bedfordshire and North Kent.

Our work is underpinned by four principles: Quality, Scale for Impact, RBO-ness and Efficiency

### **Main Purpose of the Job:**

RBO is committed to significant growth of its schools programme and the core focus of this role is to drive forward our new RBO Schools Growth for Impact strategy. We have committed to reaching 5,000 schools, a third of primary schools in England, whilst continually developing the quality of our work. This key leadership role works closely with the Director of Learning and Participation to lead the RBO Schools programme, continuously improving its reach, quality and impact in line with the Strategy to meet the Delivery Plan KPIs. The main responsibilities are:

1. Leading the team comprising high-performing staff, instilling capabilities and performance culture;
2. Implementing strategy for data informed growth and integrated planning;
3. Building partnerships to extend impact and deepen excellence;
4. Inspiring, influencing and delivering change across the L&P team as part of the L&P Senior Management Team

## **Main Responsibilities:**

### ***Team Leadership:***

- Inspiring, influencing and delivering change in the RBO Schools programme to ensure the new strategy is delivered effectively, ambitious goals reached and all staff and resources are deployed efficiently;
- Demonstrating a commitment to widening diversity and welcoming diverse perspectives in day-to-day team and external interactions;
- Be an active leader within L&P, and across the RBO, advocating for the value and the outcomes that the RBO Schools Programme drives

### ***Strategy***

- Working closely with the Director of Learning and Participation and the team to establish programme priorities, developing systematic approaches to planning and documenting ways of working, and setting and monitoring targets

### ***Partnerships and School Engagement***

- Building scalable school recruitment and engagement to deliver and support our work

### ***Impact & Evaluation***

- Working closely with the Impact Manager on the implementation of a robust evaluation framework for RBO Schools to measure impact, drawing on best practice and experience;
- Working with L&P Director of Operations and Impact Manager to ensure the systems and tools are in place to gather evidence for evaluation

### ***Advocacy***

- Support the Director of Learning & Participation in advocacy to contribute to the development of arts education across the nation and act as an ambassador for RBO Schools to promote RBO's work and its impact

### ***Financial Management***

- Draw up, manage and monitor the programme budgets, working closely with the L&P Director of Operations and Finance Department, preparing all reports as needed by RBO and external funders

### ***Contribute to wider L&P efforts***

- Participate in cross-RBO initiatives as agreed;
- Inspiring & influencing across the wider L&P department as an active member of the L&P Senior Management team

### ***Compliance***

- Ensure a safe, inclusive and welcoming environment by adhering to all compliance requirements including Health & Safety; Safeguarding; Insurance; Equality and Diversity; management of data in line with GDPR; UK Border Agency checks;
- Ensure fiscal responsibility and adherence to RBO financial policies;
- Ensure all copyright and licenses are secured, working with Business Affairs as necessary;
- Ensure all media and image permissions are secured and all records of photography and recordings are saved and securely stored.

## **Behaviours:**

- Uphold the RBO values and behaviours: Treat each other with Respect - Be Open - Value the Highest Standards

- Proactively demonstrate a commitment and contribution to the Royal Opera House's health and safety culture in all activities
- Actively promote the value of diversity and diverse perspectives in all work
- Ensure confidentiality, in line with organisational policy and data protection requirements
- Actively contribute to own professional development, developing and maintaining knowledge and understanding of legislative changes and best practice developments
- With the other members of the team, share responsibility for housekeeping and the maintenance of standards within the department.

This role forms part of a large department and you will be expected to support other projects and programmes as required.

This position is based in Covent Garden but requires regular work in other locations of England as directed.

This position works 5 out of 7 days and requires regular weekend and evening work.

Note: This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.

## PERSON SPECIFICATION:

### Essential Knowledge, Skills and Experience:

- Substantial experience working as a Senior Leader in the education / cultural sector with strong understanding of the landscape and evidence of making impact and demonstrating a comprehensive understanding of good practice;
- Strong leadership skills with ability to influence, inspire and motivate a skilled team;
- Excellent strategic planning skills with the ability to prioritise, define goals and plan effectively to effect change;
- Experience of scaling projects for impactful growth with entrepreneurial approach;
- Strong ability to build and sustain impactful partnership with multiple stakeholders;
- Excellent communication, presentation and negotiation skills and fluent in English;
- A passion for and some knowledge of opera and / or ballet and commitment to widening access to the artforms

### Other Desired Knowledge, Skills and Experience:

- Comprehensive understanding of cultural policy and research across the arts education sector;
- Interest in digital learning and its potential;
- Commitment to widening diversity and promoting social mobility;
- High level Financial acumen with evidence of successful resource planning, budget management and financial planning;
- Comprehensive understanding of evaluation and its role in best practice.

