

SENIOR MANAGEMENT TEAM OVERVIEW

1. Purpose and Vision

The Senior Management Team (SMT) at Knowledge Tree International School ensures the strategic, pedagogical, and operational alignment of the school with its vision for excellence and its Cambridge accreditation goals. The SMT drives forward the CEKT mission by providing effective leadership, ensuring student wellbeing, supporting professional development, and maintaining high standards of teaching and learning.

2. Organisational Structure

The following structure defines the core leadership team at CEKT:

- Founder & CEO: Monica Cojan

Provides strategic direction, manages institutional recognition, builds external partnerships, and oversees the long-term development of CEKT.

- Head of School : Monica Cojan

Ensures curriculum alignment, academic standards, and consistent implementation of the Cambridge Pathway. Leads instructional excellence and school ethos.

- Deputy Head – Primary Raluca Tantarean and Mirela Torok

Leads EYFS and KS1-KS2 teams. Oversees learning quality, teacher mentoring, and parent communication for the primary cycle.

- Deputy Head – Secondary: Urma Nicole

Oversees KS3 to A-Level programmes. Ensures academic rigour, student preparation for IGCSE and A-Level exams, and curriculum consistency.

- School Manager : Anca Stroilescu

Leads administrative systems, human resources, financial planning, facilities, and logistics. Supports compliance and daily operations.

- Cambridge Exams Officer (to be appointed)

Coordinates IGCSE and A-Level entries, liaises with Cambridge, and manages exam logistics and regulations.

- Safeguarding Lead Cristina Gherman and Raluca Tantarean

Leads the safeguarding framework, delivers child protection training, and handles disclosures and reporting.

- Pastoral Lead / SENCO Julian Hingley

Oversees wellbeing systems, SEN provision, individual plans, and inclusion practices across the school.

- Curriculum Mentors (4 Key Stage Mentors)

Senior educators supporting curriculum planning, CPD coordination, internal observations, and team reflection.

3. Summary of Key Responsibilities

Each SMT member contributes uniquely to school development and quality assurance, with overlapping collaboration across domains:

- Leadership & Strategy: Vision execution, policy review, goal alignment, strategic partnerships (CEO, Head, Deputies)
- Teaching & Learning: Curriculum design, teacher supervision, assessment coherence, mentoring (Head, Deputies, Mentors)
- Safeguarding & Inclusion: SEN coordination, student protection, family support (Pastoral Lead, Safeguarding Lead)
- Community Engagement: Parent relations, pastoral communication, open events (All SMT, led by Deputies and Manager)
- Operations & Compliance: HR, finance, logistics, school policies, infrastructure planning (School Manager, CEO)
- Examination & Data: Student entry processes, liaison with Cambridge, analysis of outcomes (Exams Officer)

4. Meeting and Review Cycle

The SMT meets monthly to discuss academic standards, pastoral issues, operational challenges, and strategic planning. Termly reviews include:

- Analysis of KPIs aligned with the School Development Plan

- Staff feedback collection and CPD analysis
- Cambridge readiness milestones review
- Wellbeing and safeguarding updates

Mid-year and end-year evaluations inform the revision of leadership responsibilities and school-wide priorities.