

BSB CITY SECONDARY HEADTEACHER

Candidate Information



INTRODUCTION

SECONDARY HEAD OF THE BRITISH SCHOOL OF BARCELONA, CITY

To become the Founding Secondary Headteacher of the BSB City is to take up an exciting, challenging and rewarding educational leadership opportunity. You will be leading a new Secondary campus of one of the most respected and successful schools in Barcelona, in a unique partnership with the leading global schools' group Cognita. As the leader of the Secondary section of this new coeducational school for children aged 3-18, your role will be to work with experienced colleagues and partners, to establish and then lead an innovative and outward looking school of the highest quality, and to do so with energy, pride and integrity.

Cognita provides a uniquely global education that goes beyond grades to develop all-round academic excellence – equipping young people with the confidence and resourcefulness that prepares them to grow, thrive and find their success in a fast-changing world. At the heart of this compelling educational mission are the students and staff, with the importance of outstanding school leadership a strategic priority for Cognita. The opportunities for innovation, professional development and networking are many. Cognita is an exciting family to be part of and a place where an ambitious yet collaborative leader can grow professionally and personally. There is a great deal of excitement about the BSB City Campus and what can be achieved. We wholeheartedly commend this leadership opportunity to outstanding international educators with vision and drive.

We look forward to continuing the conversation with you...



BSB BACKGROUND

The British school was opened in 1958 as The Anglo-American School, initially with just 26 students. After 6 decades, the school is unrecognisable, as a highly successful, 6-form entry through-school serving over 1600 students from Barcelona, Sitges, Castelldefels and the surrounding areas. In the past ten years the school's Castelldefels Campus has been significantly developed, with a new Theatre, Rugby pitch, Sixth Form building (Nexus) and Learning Resources Centre. The Sitges Campus has been opened as a 2-form entry Primary School and now the BSB City Campus is ready to launch. BSB students follow the British Curriculum with staff encouraged to take an innovative approach to lesson design and delivery. Pedagogical development is at the heart of our CPD programme and digital fluency is an ongoing area of focus. In Primary, students take part in project-based lessons, key in developing increased student agency. This approach has been extended to KS3 with around 25% of the curriculum being delivered in an integrated way. In KS4 students work towards iGCSEs and in KS5 students can choose A levels or IB. BSB City secondary students will follow the iGCSE and IBDP.





BSB ETHOS, VALUES & AIMS

Despite a turbulent few years due to the pandemic, BSB has continued to grow and develop, being judged to be Outstanding by BSO in October 2021. In September 2022 we embarked on our new 3-year Improvement Plan which supports the following mission and values:

OUR MISSION

The British School of Barcelona is a caring, learning community with high expectations.

OUR EDUCATION

Academic: We inspire all to be creative, curious thinkers within a culture of support and challenge.

Character: We provide individual growth through high expectations; demonstrating commitment, resilience and respect for all.

Global: We are global citizens, embracing difference, cared for and caring, and principled in our beliefs.

OVER THE NEXT THREE YEARS WE WILL AIM TO:

Care

Provide a caring and supportive environment that embraces diversity and equality so that our school community feels respected and able to thrive.

Community

Build a positive and welcoming community for all members of our school.

Fostering and valuing collaborative partnerships with students, parents, and wider school partners, to drive and celebrate success.

Growth

Provide students with the opportunities, support and challenge to grow as individuals and to become successful young citizens.

Develop an exciting and engaging environment in which staff reflect, innovate and create.

Learning

Develop a community where all members are active learners who embrace creativity, innovation and challenge.

These priorities will drive all of our improvement efforts over the medium term. As a senior leader within the BSB, the new BSB City Secondary Headteacher will have the opportunity to shape the new strategic priorities each year and, of course, will help to develop the next 3-year Improvement Plan.

We are a truly international school, fully accredited by the British and Spanish governments, with our students graduating to some of the best international universities around the world. However, our all-round education goes well beyond examinations; this includes the values which we hold dear and which our students demonstrate. We ensure our students leave school with a close group of friends, as well as the ability to make new ones, and that their academic achievements and skills will enable them to succeed at university and beyond, in an increasingly competitive world.





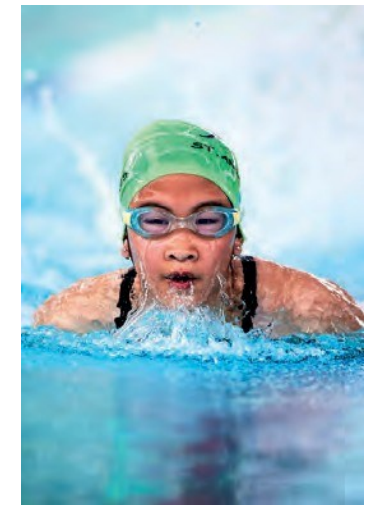
COGNITA

An inspiring world of education



Launched in 2004, Cognita is an extraordinary family of diverse yet connected schools spanning 13 countries. Cognita shares one common purpose: to create an inspiring world of education that builds self-belief and empowers individuals to succeed. With 90+ schools in Europe, Latin America, Asia and Middle East, Cognita employs some 15,000+ teaching and support staff in the care and education of more than 60,000 students.

Cognita's three owners share its vision for education. Their majority owner is Jacobs Holding AG, a global investment firm based in Switzerland that looks after the interests of the Jacobs family. Education and the development of young people are at the heart of the Jacobs Foundation, the sole economic beneficiary of its investments. Jacobs and Cognita's minority owners, the investment firms BDT Capital Partners and Sofina, are known for their long-term approach and serve as genuine partners for its global community.



There is a remarkable energy and positivity when different school leaders talk about being in the global Cognita family – a great pride in belonging and a recognition that the future is exciting. Indeed, “energised leadership” is just one of the six components of the “Cognita Way” – the group's set of core elements for successful schools that bind them together.



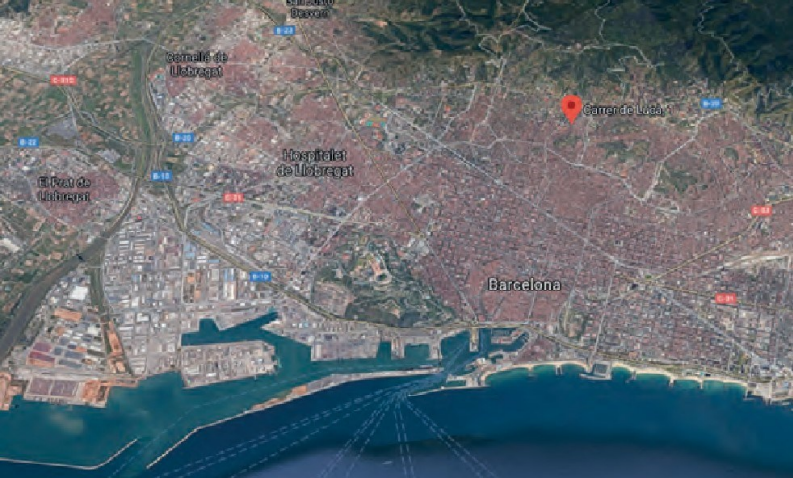


Figure 1. School location



Figure 2. Small building future façade



Figure 3. Adjoining sports club facilities



Phase I



Phase II

BSB CITY CAMPUS

LOCATIONS & BUILDINGS

Phase I

BSB City Foundation opened in September 2021 in a beautiful “modernista” building in one of Barcelona’s most exclusive residential areas. The school boasts 750 sqm of indoor spaces which have been customised to our BSB educational philosophy requirements. Students also enjoy 500 sqm of outdoor learning environments. The school currently has 120 students from ages 3 to 11. When the Main campus opens in September 2023, the Foundation Campus will focus on our youngest students only as a ‘Early Years Centre of Excellence’.

Phase II

BSB City Main Campus is divided into 2 buildings, a total built surface of 5,500 sqm.

The small building will accommodate students from Y2 to Y6, an indoor gym, the dining facilities, and some specialized teaching rooms (music, drama...).

The main building will accommodate students from Y7 to Y13, the library, the reception area, all staff offices and a well-being centre.

The designs for the buildings and the plans for the equipment and facilities are of an exceedingly high standard. Indeed, the sheer quality of the School will be one of its distinctive features. A detail which candidates will appreciate if they have opened a school before, is that the entire construction work is to be completed in one, not in two phases, thus reducing the disruption to the School’s community.

In terms of sports premises, the School will have access to the Club Tennis Barcino. Founded in 1928, it is one of the oldest and most well-established sports clubs in Barcelona. Its facilities spread over an area of 22,000 sqm, including 10 tennis courts, 4 paddle tennis courts, an indoor football pavilion and an indoor swimming pool.

EDUCATIONAL PROVISION

The Founding Secondary Headteacher will be expected to develop his or her own priorities for the school, ensuring that these reflect and support the wider vision and values of BSB. These values will include a focus on wellbeing and the acceptance of diversity, embracing creativity and innovation. The School will offer a British curriculum and IBDP. For the youngest students, the curriculum will be based on the UK's Early Years Foundation Stage (EYFS), which sets standards for the learning, development and care of children from birth to five years old. Throughout the School, standardized assessments from GL will be used. In Year 11 (aged 16) students will be assessed for iGCSEs and then, in their final year of school, against the IBDP. Students wishing to go to Spanish Universities will also have the opportunity of studying for Spanish PCEs.

GOVERNANCE

The Managing Director of Cognita Spain is the named Chair of Governors for the school and represents the proprietor. The Chair of Governors directly manages the Executive Principal. The Secondary Headteacher of the BSB City Campus will report to the Executive Principal of BSB.

Governance of the School will be given the highest priority. The Governing Body will be responsible for:

1. Setting strategic direction within the context of clearly stated vision and ethos
2. Holding the senior leadership team accountable for the achievement, strategy and running of the School.
3. Overseeing the overall educational performance of the School and suggesting ways for improvement.
4. Overseeing the financial performance of the School – this includes setting fees, budget oversight and achieving financial targets.

SAFEGUARDING

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Executive Principal or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.



LIVING & WORKING IN BARCELONA

Barcelona is an open, cosmopolitan city, where social cohesion is a reality. The Catalan capital is also ranked among the best cities in the world for quality of life, safety and equality. It is a city that is easy to live in, with a Mediterranean climate, green spaces and locally produced food.

Barcelona has its own lifestyle that makes it unique around the world. Its Mediterranean character encourages visitors to go to its neighbourhoods and meet its people, to visit its beaches and natural spaces, as well as enjoy their leisure time with a vast range of cultural, culinary and shopping options to choose from.

There are numerous green spaces, parks and gardens spread all over the city, and over 300,000 trees in its streets and avenues. Close by are the 8,000 hectares of Parc de Collserola, one of the biggest natural spaces in the world next to a city.

Barcelona's beaches, stretching over 4 kilometres, are the most-used leisure spaces in the metropolitan area. They attract nearly nine million visitors a year, thanks to their proximity and the facilities they offer.

In Catalonia you can always find a wide range of cultural and sporting activities that constantly move large sections of the population. Barcelona itself is a cultural hub with top international cultural and sporting events that attract locals, visitors and new residents alike.

Despite having a metropolitan area similar in size to Frankfurt, Munich or Rome, and being home to around two-thirds of the population of Catalonia, Barcelona enjoys a relaxed open-air and active lifestyle. In the streets outdoor cafés mix with food markets full of fresh produce from a rich local gastronomy or international music festivals; in any season of the year there's always something to enjoy in the city.

Barcelona attracts businesses and international investors. With over 1,300 start-ups, Barcelona has one of Europe's most dynamic start-up ecosystems, especially in the field of new technologies.

Barcelona attracts talent - excellent career prospects and attractive business and leisure opportunities attract skilled professionals from all over the world who share commitment, energy, knowhow, curiosity and work ethic.

For further information on life in Barcelona, there is a great deal of information available online and through the many social media groups that provide a wealth of support for those who are new to the city.

WORKING WITH US

Achieving more than you believed possible – that's what constitutes a quality education. At Cognita it is what we strive for in our schools. We want it for our children, and we want it for the people who work for us.

Cognita's international network of schools and regional offices, combined with our ongoing investment in the professional development of our people, means we can offer first-class career opportunities with a global dimension. If you want to take your career further, we want to support you in achieving that goal within Cognita.

JOB SUMMARY

The Secondary Headteacher of The British School of Barcelona, City Campus, is responsible for leading a school which is entirely compliant and provides a safe learning environment for students and staff in addition to providing inspirational and transformational leadership which ensures continuing improvement with a focus on delivering teaching excellence to accelerate and sustain excellent pupil progress.

The post holder ensures the school is managed and organised to meet and maintain its high standards and the well-established values and traditions of the school and the needs of the pupils in a cost-efficient and timely way, identifying and implementing priorities for continuous improvement, to secure the school's commercial viability.

As a member of the BSB SLT, you will help drive improvement across all BSB campuses, working collaboratively with colleagues and delivering success.



KEY RESPONSIBILITIES

SETTING DIRECTION

- Create and communicate a clear sense of purpose and direction which is understood by all stakeholders.
- Translate the BSB vision into a clear Strategic Plan which all stakeholders understand and see their place in; this includes the setting of educational and commercial objectives which are aligned with all BSB campuses and overseen by the Executive Principal of the BSB.
- Foster a shared drive to improve and sustain high aspirations and outcomes for students.
- Monitor and evaluate the impact of the agreed vision to ensure impact on pupil provision, pupil outcomes and commercial outcomes.
- Ensure that teaching excellence and high achievement are at the heart of all strategic and improvement planning.
- Lead through high expectation and aspiration – being prepared to challenge mediocrity and under-performance.
- Demonstrate and model commitment to the BSB, Cognita, the students, the parents and the community.
- Collaborate with others outside the School to achieve goals.
- Lead a 'customer focused' school which listens to parents and students in order to improve the offering.

LEADING TEACHING, LEARNING AND ASSESSMENT

- Build and maintain a professional learning community focused on improved pupil outcomes.
- Implement strategies which secure high standards of teaching and learning.
- Embed a broad, balanced and enriching curriculum which is assessed against its impact on learning, enjoyment and progress.
- Maintain a safe, stimulating and responsive learning environment.
- Ensure that assessment (summative and formative) is fit for purpose and impacting on progress.
- Ensure a rigorous focus on students' achievement, using data and assessment tools to monitor pupil progress and challenge under-achievement.
- Develop other staff as leaders of teaching, curriculum and assessment.
- Lead the engagement of parents and families in supporting learning and progress.
- Monitor and evaluate classroom practice to celebrate excellence, challenge under-performance and develop a self-evaluative improvement culture.
- Embed and sustain effective systems for the management of pupil behaviour, including pastoral care and an effective anti-bullying policy.



COMPLIANCE AND SAFEGUARDING

- Develop and maintain a culture which embeds safeguarding as part of the life of the School for every student.
- Ensure that the BSB complies with all national, local and Cognita safeguarding requirements.
- Ensure that the child protection, safeguarding and health & safety policies and procedures are fully implemented and followed by all staff.
- Ensure that sufficient resources and time are allocated to enable staff to discharge their child protection responsibilities effectively.
- Ensure that the School meets all requirements for a fully trained staff in relation to safeguarding and child protection, educational visits and health & safety.
- Take overall responsibility for the health, safety and welfare of all students, staff, parents and other visitors to the BSB City sites.
- Ensure that the BSB City is consistently compliant with all statutory regulations and requirements, including the Independent School Standards Regulations, as amended.

DEVELOPING SELF AND OTHERS

- Maintain a consistently visible approach within the School, modelling quality for others.
- Develop staff as leaders in order to build capacity for improvement.
- Lead a collaborative/team approach to improvement.
- Review own practice, set personal targets and take responsibility for own development; including taking account of feedback from others.
- Use performance management systems to challenge and develop self and others.
- Challenge under-performance, at all levels.
- Embed a professional development programme which meets the needs of the BSB City and of individual improvement.

DEVELOPING THE ORGANISATION

- Maintain an organisational and staffing structure which enables effective and efficient operational practice.
- Recruit, retain, develop and deploy staff appropriately and effectively.
- Manage, monitor and evaluate human, physical and financial resources effectively to achieve the targets of the strategic and improvement plan.
- Manage personnel to ensure that all HR requirements are met in full.
- Provide written and oral reports linked to resource management to a range of audiences.



SECURING ACCOUNTABILITY

- Ensure that all staff and volunteer roles are clearly defined, understood and agreed; and that individuals are held to account.
- Ensure that the improvement plan is aligned with Cognita priorities and well communicated to all stakeholders.
- Provide written and oral accounts of school performance to a range of audiences.
- Ensure that high quality communication is maintained within and beyond the School and with all stakeholders.
- Ensure that the BSB City has up-to-date policy and procedure documents in place, in line with Cognita guidance – and that these are communicated effectively to staff and volunteers.
- Hold staff to account in relation to safeguarding, the quality of teaching, curricular delivery, pupil outcomes and contribution to the life of the School.

STRENGTHENING COMMUNITY

- Maintain the international values of the BSB; including the promotion of British and Spanish values.
- Create and sustain partnerships with parents to support and improve pupil achievement and wellbeing.
- Actively promote the School to current and prospective parents.
- Build the reputation of the BSB City and ensure that it is represented positively.
- Work with other agencies and individuals to promote learning beyond the School.
- Collaborate in Cognita-wide initiatives.
- Build and maintain links with schools and organisations, especially in relation to feeder schools and destination schools.

EQUALITY AND EQUITY

- Ensure that the BSB City reflects a vibrant and inclusive ethos which actively values and promotes diversity, community cohesion, and supports students to become successful and rounded citizens.
- Actively challenge and address all forms of discrimination.
- Ensure that monitoring takes account of different pupil groups and data is used to close gaps; ensuring equity for all students.

INSPECTION AND IMPROVEMENT

- Lead all requirements regarding inspection and external reviews; ensuring that the School is fully compliant with all current requirements.
- Maintain an effective working relationship with the designated Director of Education.



COMMERCIAL

- Support the Executive Principal and Senior Business Manager in leading and managing the commercial aspects of the School including profit and loss accountability.
- Take responsibility for the recruitment and retention of students.
- Manage allocated budgets, identifying cost saving initiatives which maintain standards of excellence.
- Review staffing structure to support educational delivery.
- Ensure efficient fee collection, driving the collection of any bad debt.
- Identify commercial development opportunities.

REQUIREMENT OF ALL ROLES

- Actively support and model the Cognita values: Excellence, Respect, Integrity, Collaboration and Accountability.
- Undertake such additional duties as may reasonably be requested by the Chief Executive or their representative.
- Work as a team with fellow Heads in Spain, and the Schools Community Partners team (Cognita Spain regional office), to give support to the schools.
- Respect confidentiality of staff, students, families and visitors and not breach this trust.
- Participate in arrangements for performance management and in the identification of areas in which s/he would benefit from training and undergo such training.
- Proactively keep abreast of developments in relation to the post, and whenever possible and appropriate, attend professional development opportunities.
- Comply with and support all policies of Cognita and the School.
- Ensure that all statutory requirements and compliance requirements are met.

This job description is not exhaustive and may be changed at any time to meet the changing requirements of the BSB or Cognita. This job description details responsibilities but does not direct any particular priorities or the amount of time to be spent carrying out these duties.





KEY WORKING RELATIONSHIPS

INTERNAL:

- Students
- Academic and Administration Staff
- Ancillary Staff
- Cognita UK & Spain

EXTERNAL:

- Parents and visitors
- External Providers
- Community organisations

PERSON DESCRIPTION

The successful candidate will possess the following:

- Integrity, humility, approachability and the highest aspirations for staff and students.
- A sense of humour which is complemented by professional dignity and an authentic approach.
- An advanced university degree.
- Experience in learning design and digital learning.
- A dynamic and enthusiastic approach to leading the education of young people.
- Substantial experience across a broad range of educational activities.
- Knowledge of safeguarding and other child related legislation.
- Proven leadership of a diverse group, demonstrating success in an open and supportive learning environment.
- The ability to develop, implement and monitor strategic plans and change management to raise school standards.
- The ability to adapt to the environment and audience, demonstrating experience of engaging and building effective communication with parents, students, staff and other third-party stakeholders.
- Strong people management skills with the ability to build a team approach with particular experience of human resource processes: recruitment, development, retention and performance management.
- Successful experience of or the capacity to supervise operational management e.g. financial, marketing.
- A conscientious attitude and professional work ethic with the ability to meet flexible deadlines.
- Outstanding teaching practice.
- A good command of Spanish, both written and verbal (preferable, not essential).

APPLICATION PROCESS

Suitability for the post will be assessed through the application form, letter, interview process and references undertaken.

To apply, please send your completed attached Application Form (CVs will not be considered) and a covering letter to: **kamini.chouhan@cognita.com**

KEY DATES TO BE AWARE OF:

Closing date for applications: Friday, 11th November 2022 at 12pm CET

Initial Interviews: Tuesday 29th November – Thursday 1st December 2022

ARRIVING AT A DECISION

In making an appointment, the Selection Panel will balance all of the evidence presented through all the various elements of the written application, the activities and panel interviews. Feedback will be offered to unsuccessful candidates.

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Further details of the post and our school can be found on the school's website:

<https://www.britishschoolbarcelona.com/>

<https://www.cognita.com/>