

A close-up portrait of a young girl with light brown hair and green eyes, wearing black-rimmed glasses. The image is the background for the entire page.

# IBELONG

Candidate brief

Deputy Principal - Kensington



**Southbank**  
International School

LONDON'S LEADING IB WORLD SCHOOL

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# ABOUT OUR SCHOOL AND STAFF

**For more than 30 years, Southbank has stood at the forefront of providing a world-class education to children and young people from London's international community and the UK.**

Visit any of our five campuses in the heart of London and we're sure you'll be impressed by the diversity of our students and their academic excellence and social skills. Currently, they come from over 60 countries and speak around 20 languages.

At Southbank, over 800 children and young people study one of three inspiring but challenging International Baccalaureate (IB) programmes:

- Primary Years Programme (ages 3–11) – Hampstead and Kensington
- Middle Years Programme (ages 11–16) – Westminster
- Diploma Programme (ages 16–19) – Westminster

Absolutely key to the delivery of our IB Programmes, and our continuing success, are our teachers and administrative staff. Our aim is to attract employees from around the world who can help maintain and grow our reputation as a centre for outstanding teaching and learning. In particular, we seek to appoint people who encourage a global perspective and educational adventure, while practising the highest standards of professionalism.

In return, we offer all members of our team a competitive salary, an excellent range of benefits and many opportunities for career progression. In addition, some new employees may be entitled to a relocation package, depending on their location when they are offered a position at Southbank.

## **SAFEGUARDING OUR STUDENTS**

Southbank is committed to safeguarding and promoting the welfare of children and young people. This means we will undertake pre-employment checks before any appointment is confirmed. These will include an enhanced Disclosure and Barring Service (DBS) check and overseas police checks in any countries that a candidate has lived in for longer than three months since the age of 16.

# OUR CAMPUSES



## KENSINGTON

### Primary Years Programme

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Our Kensington campus consists of two adjoining Victorian villas located in the stunning Notting Hill area of London. Facilities include an IT lab, a music room and two sound-proofed practice rooms, a library / media centre, and a hall which is used for many purposes, including lunches, sport, school 'town meetings' and concerts. There is also a large garden with a climbing frame, sandpit and a wide range of toys and equipment for children to enjoy.



## HAMPSTEAD

### Primary Years Programme

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Our Hampstead campus is a purpose-built building located in one of London's leafiest suburbs. It features excellent learning facilities including a vibrant library, a bespoke art room and a Music room with performance and teaching space. Our Edible Courtyard offers a quiet space for vegetable and flower growing, as well as birdhouses and bug hotels.



## PORTLAND PLACE (WESTMINSTER)

### Middle Years Programme

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Our Portland Place campus is spread across two large Grade II listed mansion blocks. It features a wealth of excellent facilities, including five science labs, a computer lab, art and music rooms, a small hall / theatre, and two libraries featuring networked computers. Because of Portland Place's close proximity to Regent's Park, we host a wide range of sports and outdoor activities in the royal park. Nearby, students also have the opportunity to visit many famous London locations.



## CONWAY STREET (WESTMINSTER)

### Middle Years Programme and Diploma Programme

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Our Conway Street campus is a striking, modernised building located a few minutes' walk from Warren Street and Great Portland Street underground stations. It features a wide range of high-quality facilities, including a science lab, art studio, social space / hall and language suite, which is set across four storeys. We're also particularly proud of our Library Resource Centre (LRC) at Conway Street. It offers access to over 3,800 books, DVDs, audiotapes, magazines, local and national newspapers and university prospectuses.



## CLEVELAND STREET (WESTMINSTER)

### Middle Years Programme and Diploma Programme

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Our Cleveland Street campus opened in September 2018 and allows an additional 219 students to benefit from the Southbank experience. Spread over five floors, it features a wide range of different environments, including specialised classrooms, a large common space on the top floor, study and learning pods, and a design technology lab in the basement. As requested by students, the new campus also features calming colour schemes and living moss walls which bring nature indoors.

# THE INTERNATIONAL BACCALAUREATE

**The International Baccalaureate (IB) was founded as a progressive non-profit educational foundation in 1968. Initially, it developed a Diploma Programme to help children acquire the necessary skills and knowledge to live, learn and work in a rapidly globalising world.**

By 1994, the IB had introduced its Middle Years Programme for students aged between 11 and 16. It then added the Primary Years Programme for children aged 3 to 11 in 1997; and in 2012, it launched its Career-related Programme for students between the ages of 16 to 19.

Today, the IB works with over 4,000 schools in 148 countries and offers its four programmes to over one million students. At Southbank, we're delighted to be one of these schools. Every year, we see how the IB programmes help to develop inquiring, knowledgeable and caring young people.

We also share the International Baccalaureate's overall aim to create a better and more peaceful world through the understanding and respect of different nationalities and cultures.

For further information about the International Baccalaureate, please visit [southbank.org](http://southbank.org) or [ibo.org](http://ibo.org), the official website of the International Baccalaureate.

## HOW IB PROGRAMMES DIFFER FROM OTHER CURRICULA

- They encourage students of all ages to think critically and challenge assumptions.
- They are developed independently of government and national systems, and incorporate quality practice from research and IB's global community of schools.
- They encourage students of all ages to consider both local and global contexts.
- They develop multilingual students.

# WELCOME TO COGNITA SCHOOLS

**Cognita Schools was successfully launched in 2004. Since then, we have worked hard to build a great family of schools around the world. Currently, we have 67 schools in Europe, Latin America and South-East Asia.**

We employ over 5,000 teaching and support staff who are responsible for the education and care of more than 30,000 students.

We value and respect the individuality of all our schools, with each one retaining its own unique ethos, as well as curricula and programmes that are tailored to the needs of its students and parents. Wherever in the world you visit a Cognita school, you will find empowered school leaders, committed teachers and students who are enthusiastic learners.

**Everyone in Cognita is connected.**

## OUR PURPOSE

Inspiring and empowering children within a caring environment to achieve more than they believe possible.

**Cognita Education has three key ingredients:**



### Academic

—  
Pursuing academic excellence for every child



### Character

—  
Developing character



### Global

—  
Connecting with a global community

# JOB DESCRIPTION:

## DEPUTY PRINCIPAL - KENSINGTON

### REPORTING TO

Principal

### HOURS

8.30am-5pm

### PURPOSE

As a member of the senior leadership team, the Deputy Principal plays an important role in leading and coordinating the quality of teaching and learning at classroom as well as ensuring positive staff morale and high standards of student welfare and safeguarding.

The Deputy Principal must be committed to being an exemplary practitioner, leading by example in their adherence to the school's mission statement and values. Southbank aims to be the leading IB World School in London. The Deputy Principal has an important role in supporting and developing the staff to achieve this. We strive for a purposeful school environment where all children and staff can thrive in a culture of high expectation and positive affirmation.

### KEY ACCOUNTABILITIES:

The role of the Deputy Principal is part of the Senior Leadership Team, comprising the Principal, the Deputy Principal and the PYP Coordinator. The Deputy Principal needs to assist in leading the operational running of the school. The Deputy Principal is expected to deputise in the absence of the Principal. The post holder has responsibility for the overall pastoral care and behaviour of students and should support the Principal and work with both colleagues and parents to realise Southbank's mission.

### KEY RESPONSIBILITIES

- Is the Designated Safeguarding Lead
- Is the Educational Visits Coordinator
- Ensures the school community understands and adheres to the IB Standards and Practices
- Understands the UK Independent Schools Standards and Regulations for ISI inspections, including Educational Quality and Compliance inspections
- Understands and supports Cognita aims and initiatives in promoting excellent educational practice
- Ensures colleagues contribute to the formulation of strategic developments such as the School Improvement Plan, and help implement whole-school policies and procedures
- Engages with students, parents and staff on pastoral matters to support outstanding levels of pastoral care

- Leads or contributes to meetings by disseminating good practice and innovations
- Exemplifies the best professional practice when communicating with parents and be able to offer advice and support to colleagues in line with school policy
- Contributes to and takes part in school events and presentations

### STUDENT WELFARE

- Meets regularly, accompanied by other staff as appropriate, with individual students to discuss welfare and disciplinary issues
- Ensures that school policies and procedures are followed regarding student registration and attendance
- Liaises with staff on pastoral issues and individual student welfare
- Monitors student behaviour and the application of school rules
- Liaises with the Admissions Office, teachers and senior leaders on students starting and leaving the school
- Works with the Health and Safety team to ensure that all compliance requirements regarding safeguarding and student welfare are met
- Maintains close communications with parents who wish to discuss pastoral matters
- Develops and maintains effective reporting and recording systems for all safeguarding, compliance and behaviour issues



## PROFESSIONAL DEVELOPMENT

The Deputy Principal will work closely with the senior and middle leadership team, to ensure there is a strategic and innovative approach to professional development. Responsibilities include:

- Takes a lead in new teachers' induction, and supports the mentoring of new staff in general in relation to safeguarding and welfare
- Collaboratively leads the organisation and implementation of INSET and professional development across the school to support strategic planning and the School Improvement Plan
- Collaboratively helps plan the staff meeting programme
- Ensures professional development needs of staff are met and nurtured
- Sensitively and professionally conducts staff reviews in line with school policy to support professional development and the school's aims
- Contributes to recruitment of staff, applying Safer Recruitment training
- Maintains an interest in, and knowledge of, changing pedagogy and topical issues related to education and help disseminate this across the team

## ADMINISTRATIVE RESPONSIBILITIES

- Works collegially with the SLT and other staff to ensure the quality and consistency of home-school communications and events, including Back to School Night, Student/Parent/Teacher conferences, home learning communications
- Liaises with teachers over appropriate allocation of students to classes

## HEALTH AND SAFETY

As part of the SLT, the Deputy Principal works collaboratively with the other DSLs and DDSLs, Health and Safety teams and Principal to ensure the welfare and health and safety of all staff and students.

This includes ensuring:

- The highest level of health, safety and security in buildings, on school trips and at school events is maintained
- All relevant health and safety, safeguarding, pastoral and online safety policies and procedures are actively promoted, supported and adhered to in teams
- All emergency procedures, for example fire drills, lockdown procedures, building evacuations are known and understood across the team and the Deputy Principal is able to take a leading role in the event of an emergency situation

This job description is liable to variation to reflect changes in the requirements of the post.

The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come 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, they must report any concerns to the School's Child Protection Officer/ Designated Safeguarding Lead or to the Principal, or make a referral directly to the local child protection authorities.

# PERSON SPECIFICATION

## DEPUTY PRINCIPAL - KENSINGTON

Essential	Desirable
Demonstrates integrity and a strong moral compass	
Genuinely want the best for children in terms of provision and outcomes	
Willing to have honest, evidence-based and tough professional conversations when required	
Identifies and nurture talent across the campus	
Can juggle competing priorities	
Enjoys working collegially	

# OVERVIEW OF EMPLOYEE BENEFITS

Southbank aims to offer every member of our team a competitive salary, a range of great benefits and excellent opportunities for career progression.

**Our benefits include:**

- Competitive salary
- Childcare Vouchers
- Cycle to Work Scheme
- Eye Tests
- Pension
- School Fees Discount (conditions apply)
- Annual Salary Increment
- Interest free season ticket loan
- Computer Loans
- Own iPad during employment

Staff recruited to work at Southbank may also be entitled to a relocation package, dependent on the location of the individual at the point of hire.

Further information about benefits will be provided upon appointment.

## HOW TO APPLY

We are delighted that you are interested in joining Southbank International School.

We welcome applications from qualified, experienced teachers looking for a vibrant, challenging and rewarding teaching experience.

**Teaching candidates are evaluated on four key areas:**

- High-quality teaching practice
- Contribution to learning area and curriculum development
- Relationships with students, staff and parents
- Contribution to the whole school.

**To apply, please do the following:**

- Visit [www.southbank.org](http://www.southbank.org)
- Download the appropriate application form
- Complete the form and email it to [jobs@southbank.org](mailto:jobs@southbank.org)
- Please note: CVs are not acceptable for any role.

# JOBS AT SOUTHBANK

**For all our latest vacancies,  
please visit [www.southbank.org](http://www.southbank.org)**

**If you have any queries about a  
position, please contact us on  
[jobs@southbank.org](mailto:jobs@southbank.org)**

**Southbank Kensington (3–11 years)**

36–38 Kensington Park Road, London W11 3BU

**Southbank Hampstead (3–11 years)**

16 Netherhall Gardens, London NW3 5TH

**Southbank Westminster (11–19 years)**

63–65 Portland Place, London W1B 1QR

17 Conway Street, London W1T 6BN

379 Euston Road, London NW1 3AU