

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

Supply Teacher - Westminster



**Southbank**  
International School

LONDON'S LEADING IB WORLD SCHOOL

# CONTENTS

About our school and staff	3
Our campuses	4
The International Baccalaureate	6
Welcome to Cognita Schools	7
Job description	8
Person specification	10
Overview of employee benefits	11
How to apply	11

# 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:

## SUPPLY TEACHER - WESTMINSTER

### REPORTING TO

Head of Department/Principal

### HOURS

0 hour contract

### RESPONSIBLE FOR

Teachers' primary responsibility is towards the students whose best interests they work for and promote. They must do everything they can to ensure every student fulfils their potential. In addition, by being a member of the Southbank community, they commit themselves to promoting the values and philosophy of the school as well as the IB. Just as the school has a responsibility for them, so they have a responsibility to work in the school's best interests, to promote its good name, support its members and act in a collegiate manner. Lastly, teachers have a responsibility to strive to achieve the highest professional standards in all they do at and for the school.

A teacher with no middle management responsibilities usually reports to their Head of Faculty or Department (Westminster), or School Head (Hampstead and Kensington).

### VALUES:

- Respects and practises the content of the school mission statement and its 'core values'
- Instils in students a love of learning, and the value of learning for its own sake
- Respects, practises, and teaches students the philosophical and pedagogical values of the International Baccalaureate, as enshrined in its mission statement and learner profile
- Acts decisively against individuals who behave in a way inimical to the values of the IB and school
- Strikes an appropriate balance between promoting their own interests, the pupils' and the school's

### PREPARATION AND PLANNING

- Thoroughly plans, in content and structure, each lesson, making full use of a variety of resources, and in line with the curriculum documents
- Plans to ensure that there is continuity of learning and natural transition from one lesson to the next
- Ensures all resources for a lesson are ready for use at its start
- Sets homework to reinforce, as well as extend, knowledge and understanding of the material covered in the lesson in which it is set

- Prepares material to address the needs and standards of specific individuals or groups of individuals within the class, as well as the class as a whole
- Reflects commitment to the development of trans-disciplinary skills

### TEACHING AND LEARNING

- Places appropriate emphasis on independent and evidence-based learning
- Ensures the content and method/s of a lesson's delivery are engaging, relevant, challenging and significant
- Deploys a variety of resources, including IT, and methods of delivery in a lesson
- Ensures that student participation and dialogue form an integral part of the learning process
- Ensures the needs of all levels of ability are met, including those who are second language learners or who require learning support
- Ensures instructions to students are clear, specific and well delivered
- Involves, and respects the views of, all students
- Ensures their own subject knowledge is clear and thorough
- Ensures there is an appropriate pace to the lesson

### CLASSROOM MANAGEMENT

- Adopts appropriate professional relations with students
- Expects high standards of behaviour eg punctuality to lessons, and consistently enforce them
- Generates a studious, productive and purposeful working atmosphere
- Praises students for their endeavour and achievement
- Ensures personal and school property is respected
- Assessment
- Follows the school and/or faculty marking policy
- Keeps a full and accurate record of each student's performance
- Sets and marks written work on a regular basis, and returns it as soon as possible
- Ensures their marking is based on IB criteria, and is transparent, detailed, informative, and constructively critical so that the students may be able to reflect on and learn from their performance
- Informs relevant staff of students whose performance is exceptional or is of particular concern
- Ensures their writing of reports and entering of grades conform to school policy



## PROFESSIONAL DEVELOPMENT

- For the benefit of the school and their own professional development, is regularly appraised and is expected to engage fully with, and derive as much possible benefit from, the appraisal procedure
- Establishes, with the help of school management, an individual strategy for professional development, for the benefit of the teacher and faculty/school
- Collaborates with colleagues on departmental/faculty, as well as whole-school, course and curriculum development

## OTHER RESPONSIBILITIES

- Attends school meetings, as required, and contributes constructively to them
- Meets all deadlines set by school management
- Follows the school's policy on email, including the checking of emails at least once a working day, responds to them as quickly as possible, and follows the school IT Acceptable Use Policy
- Participates in the wider life of the school
- Helps promote the progress and welfare of individual students and is fully familiar with all school compliance policies and procedures, including those on pupil welfare, health and safety
- Contributes to the maintenance of high staff morale, and to team building

## 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

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

## SUPPLY TEACHER - WESTMINSTER

Essential	Desirable
The ability to inspire students with a love of learning	Some familiarity with the MYP and DP
Relevant classroom experience	
An internationally minded approach	
Relevant teaching qualification or equivalent	

# 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
- Eye Tests
- Pension

## 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