



IBELONG

Candidate brief

PE Teacher & ECA Coordinator
Hampstead



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

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

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

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

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

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 or 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: PE TEACHER & ECA COORDINATOR

REPORTING TO

Principal

HOURS

37.5pw

PE DEPARTMENT RESPONSIBILITIES

- Exemplify high professional standards in their own teaching, in particular concerning individual lesson preparation, teaching and assessment
- To promote and encourage the students and school community to work towards lifelong fitness and wellbeing
- Audit, re-stock (as required), maintain and use equipment/resources required and assist pupils in their use
- Oversee and organise sports fixtures and foster positive, collegial relationships with London schools
- Plan, make arrangements for and successfully manage the school's annual sports day
- Book venues and transport as required and ensure an accurate programme budget is maintained
- Manage and assume responsibility for the PE budget including authorisation of invoices related to the PE programme
- Contribute to and take part in town meetings (assemblies), school events and presentations as required
- Oversee the availability and accessibility of the school PE uniform and related items via the online shop
- Mentor and direct the PE Assistant, offering support and advice as necessary
- Liaise with the facilities team, HR and SLT to ensure off-site sports venues and coaches maintain compliance standards

ECA COORDINATOR RESPONSIBILITIES

- Initiate, organise and monitor the ECA programme throughout the year
- Communicate with the school community all matters pertaining to the ECA programme
- Create, disseminate and act as the contact person for risk assessments for any personnel offering ECAs
- In conjunction with the Director of Finance and Operations, oversee the ECA budget including authorisation of purchases and any invoices related to the ECA programme
- Act as the contact for staff or outside contractors who lead or wish to lead ECAs
- Ensure the school's Safer Recruitment procedures are followed when recruiting activity leaders
- Manage hiring agreements and coordinate transport arrangements for the ECA programme

- Oversee student supervision, daily registration and act as a contact person (with the school office) regarding arrival and dismissal procedure for students enrolled in ECAs
- Work with the administration staff in ensuring the registration of the ECA programme runs smoothly

GENERAL SCHOOL RESPONSIBILITIES

- Be aware of and comply with policies and procedures relating to safeguarding, health, safety, security, confidentiality and data protection, and acceptable use of technology
- Be aware of and support students' cultural backgrounds and different learning needs, and ensure all students have equal access to opportunities to learn and develop to their full potential
- Support the mission and guiding statements as well as contribute to the overall ethos, and aims of the school
- Attend and participate in professional development as required
- Attend and participate in meetings as required
- Assist with the supervision of students including before and after school, break, lunch and other duties as scheduled
- Accompany teaching staff and students on school visits as required

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

PE TEACHER & ECA COORDINATOR

Essential	Desirable
Demonstrable expertise in Primary PE	Masters Degree in a relevant subject
At least 5 years' experience of successfully teaching PE to 3-11 year olds	PYP Experience
Bachelor's Degree in a relevant subject	
Experience in UK or international primary	
Experience of developing and maintaining a high quality sports programme	
Demonstrable ability to work collegially as part of a wider school team	
Ability to communicate complex information accurately & succinctly to parents, students & colleagues	
An enthusiasm to support young children to develop an age appropriate love of physical exercise and sports	
Experience of maintaining high standards of health, safety and compliance	
Ability to lead and motivate a small team of a PE teaching assistant and external coaches	

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
- Generous maternity/paternity conditions
- 'My Staff Shop' - staff shopping discount scheme

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
- Download the appropriate application form
- Complete the form and email it to 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**

**If you have any queries about a
position, please contact us on
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