

IBELONG

Candidate brief
Deputy Principal



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, magazines, local and national newspapers, online databases 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 design features 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.

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 80 schools in Europe, Latin America and Asia.

We employ over 7,500 teaching and support staff who are responsible for the education and care of more than 50,000 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.

OUR PURPOSE

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

A 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

REPORTING TO

Principal

HOURS

Full Time - 37.5 p/w

PURPOSE

As a member of the Senior Leadership Team (SLT), the Deputy Principal supports the Principal in the implementation of the Southbank International School Mission, Strategic Plan and School Improvement Plan. All members of the SLT are expected to have broad awareness of each other's roles and responsibilities and to work collaboratively and collegially in support of the smooth running of the school and the best possible experience for students.

KEY ACCOUNTABILITIES:

The Deputy Principal is primarily charged with coordinating the daily life of the Lower Senior (G6-9) and Upper Senior (G10-12) schools (across all three campuses) and to deputise for the Principal in their absence.

ALL SENIOR LEADERS

The School's purpose is outlined in its Mission and Vision. Senior Leaders at Westminster pursue this purpose as they:

- Build a sense of belonging - to an Advisory, to a Grade, to a sub-school, to Westminster, and to the entire Southbank community. Core to our success is appreciating the benefits and responsibilities of being a member of these communities.
- Model positive and supportive relationships with others, underpinned by optimism, encouragement and a collaborative, forward-looking approach to continuous improvement
- Understand, and work to build, relational (as distinct from personal) trust within the community
- Promote the School's Mission and Vision through strategic, timely and helpful engagement with staff, students and parents via various communication channels
- Provide clear guidance within which members of the school community can make independent
- decisions with confidence and, as required, update and reiterate that guidance
- Recognise their individual and collective

accountability for the success of the School's students within and beyond their individual areas of responsibility. In particular, they understand that delegation of process or task does not delegate ultimate accountability for the ultimate success of students in our care.

ADDITIONAL DUTIES

In addition to the expectations of all Senior Leaders, the Deputy Principal:

- Is able to deputise for the Principal in all matters if s/he is unavailable, either independently or in liaison with the Executive Principal
- Leads Westminster's contributions to decision-making about educational expenditure and operations with Facilities and IT teams
- Arranges for and tracks compliance in mandatory training at campus level in coordination with the Cross-Campus HR Manager
- Acts as the campus Health and Safety Officer and works closely with the Facilities Manager and Site Managers to exercise this responsibility
- Develops and maintains an understanding of:
 - IB Standards and Practices
 - The UK Independent Schools Standards and Regulations for ISI inspections, including Educational Quality and Compliance inspections
 - Cognita aims and initiatives in promoting excellent educational practice
- Is the key SLT contact for various roles including the Educational Visits and Extra Curricular Coordinators.

For students:

- Oversees the Student Council, providing guidance to ensure it aims are met and its procedures followed
- Is visible throughout the day (front doors, corridors, classrooms, canteen), offering positive reinforcement and timely reminders as required
- Coordinates the threads of community common across the Lower and Upper Schools by working closely with the respective Heads
- Ensures the coherence of transition arrangements into and between the Lower and Upper Schools by working closely with the respective Heads

For staff:

- Coordinates regular meeting agendas and staff day programmes in liaison with the Heads of Schools
- Supports Heads of Schools when dealing with staffing, parent and student matters
- Is seen throughout the day in communal spaces, offering positive reinforcement and timely reminders as required

For parents:

- Attends events after school, including Information Evenings and Parent Conferences
- Meets prospective families during Admissions tours, whenever possible
- Writes regularly (at least half-termly) for the Weekly Mailing to draw parents' attention to key events and matters in the life of the school

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 Leader to the Principal, or make a referral directly to the local child protection authorities.

PERSON SPECIFICATION

DEPUTY PRINCIPAL

Essential	Desirable
Demonstrates community-focused leadership qualities	Has IB experience (MYP and/or DP preferred)
Exemplifies high professional standards	Has Pastoral leadership experience
Communicates precisely and effectively for different audiences and in a timely manner	Is experiences as a safeguarding lead or deputy
Devises efficient organisational routines and procedures	Possesses strong IT knowledge
Takes initiative	Has led a continuous improvement project or programme
Plans strategically	Has budget management experience
Undertakes and promotes relevant professional development	Models a positive outlook on life and maintains an appropriate sense of humour
Manages people sensitively	
Works to deadlines, especially when leading complex tasks	
Helps others to meet deadlines	
Shows flexibility in taking on senior leadership tasks and responsibilities, some of which may involve unusual situations or crisis management	

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)
- Interest free season ticket loan
- Own device during employment
- Generous maternity/paternity conditions
- 'My Staff Shop' membership

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

COGNITA

An inspiring world of education