COGNITA
TEACHING EXCELLENCE

Hastings School









Appointment of a **Head**

Perrett Laver

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Executive summary

Hastings School is a co-educational independent British school in Madrid for pupils aged 2 to 18. Part of Cognita, one of the world's largest families of schools, Hastings School fosters academic and co-curricular excellence alongside a truly international outlook in all of its pupils. Based on five sites in the heart of Madrid, the School has almost 1,000 pupils, with 60 percent from the local community and the remaining 40 percent from 30 different nationalities. The School follows the National Curriculum for England teaching in English, with students also learning the Spanish language and culture. Located in downtown Madrid, Hastings has a strong reputation founded upon its high academic standards.

Cognita is seeking an experienced Head with British curriculum experience to lead Hastings School with drive and ambition into the next stage of its development. This is an exciting opportunity to lead a multi-site and rapidly expanding international school of excellence, inspiring the community to even greater success.

The appointed candidate will combine a track record of highly successful headship experience with the innovative learning design skills and personal impact to inspire staff and pupils alike at Hastings School and contribute to the broader direction of Cognita. The next Head will be a creative thinker who is committed to academic excellence, promoting character development and nurturing a global mindset.

He/she will be a visible leader, with the strategic and ambassadorial skills to further grow the School and enhance its multilingual, global perspectives. A proactive willingness to embrace the many benefits of being part of Cognita is essential, as well as a genuine resonance with the School's international ethos.

We are looking for a transformational Head, able to lead a cultural change and to pursue efficient innovation. The ability to speak Spanish would be desirable.





Cognita

Cognita is a global leader in independent education. Founded in 2004, Cognita is a growing family of 68 schools in seven countries in Europe, Latin America and South-East Asia, serving some 35,000 pupils. Although Cognita's schools are very different, they share a commitment of 'inspiring and empowering children within a caring environment to achieve more than they believe possible'. Cognita underpins its work by continually striving to live out the values of excellence, respect, integrity, collaboration and accountability.

Over the years, Cognita has championed the values that are important to millions of parents. These include the basic skills of literacy and numeracy; a broad and balanced curriculum which excites all children and captures their imagination; and a secure, disciplined learning environment in which each child is known and valued.

A Cognita education:

- pursues academic excellence for every child;
- develops character;
- nurtures a global mindset.

Cognita understands the difference that great teaching makes, and knows that teachers are central to unlocking the potential of every child in its 68 schools. Cognita's commitment to its staff is therefore equally strong, and the group offers first class career opportunities with a global dimension.

'The Cognita Way' underpins teaching excellence with:

- energised leadership;
- innovation;
- personalised learning;
- people growth;
- community engagement;
- efficient systems (brilliant basics).

For more information about the organisation, please visit **www.cognitaschools.com**







An introduction to Hastings School

Hastings School is a co-educational independent British school in Madrid for pupils aged 2 to 18, covering Early Years through to IGCSE and A Levels.

Founded in 1971 and opened as a family-oriented British School, it was one of the first of its kind in Madrid. Today, it is based on five sites in central Madrid and has 850 pupils.

Hastings School follows the National Curriculum for England and also teaches in Spanish the two compulsory subjects indicated by the Spanish Ministry of Education. Under the National Curriculum for England, there is an impressive selection of subjects available to choose from and study to official examination level. Pupils prepare for IGCSE examinations, AS and A Levels within the British system as well as Spanish university examinations.

Academic standards at Hastings are high, and the vast majority of pupils progress to Higher Education, with large numbers of pupils electing to attend UK universities. Pupils are offered effective individual learning support by class teachers and tutors, and there is specific help throughout the School in English, Spanish and ICT.

Hastings is authorised by the Spanish Ministry of Education and is a member of the National Association for British Schools in Spain (NABSS). The recent NABSS inspection (March 2017) judged the school outstanding in all aspects of their framework.

Ethos and aims

Hastings School aims to:

- provide a broad and balanced curriculum, based on the English National Curriculum and obligatory elements of the Spanish National Curriculum;
- create a secure, stimulating and happy environment for pupils;
- encourage resilience, initiative, independence and the pursuit of excellence;
- educate children to participate actively in all aspects of modern culture;
- develop a sense of responsibility, concern for fellow pupils, and respect and affection for the School and its community;
- uphold moral and ethical values, encourage understanding and tolerance of other cultures;
- develop concern for the environment;
- encourage the adoption of a healthy lifestyle.

An introduction to Hastings School

So that pupils:

- are motivated and learn happily and effectively;
- are well behaved, considerate and cooperative;
- make appropriate progress and fulfil their potential;
- are successful in examinations and well prepared for advanced academic study;
- understand and appreciate other cultures;
- become responsible citizens who are equipped to participate fully in our democratic society;
- can successfully pursue appropriate careers;
- are able to deal with the demands of adult life in a rapidly changing technological world.













Governance and leadership

Governance

Cognita is the proprietor of Hastings School. As such, Cognita has the legal responsibility and accountability for ensuring that the School is compliant, demonstrating the highest standard of pupil safety, quality of education and effectiveness in all areas of school life.

Cognita schools do not have governing bodies. However they all have strong and established governance arrangements.

In Spain, the Heads report directly to the Managing Director of Cognita Spain, Luisa Tristán.

Each school has a nominated Assistant Director of Education (ADE). Each ADE works with a group of schools. The ADE is the functional manager of the Head for Education related matters and represents the proprietor as the Chair of Governors. ADEs are a critical friend to the Head, supporting and ensuring that each school is the very best it can be. Each ADE has a respected track record as a Headteacher and most of the team also have inspection experience.

The ADE for Hastings School is John Coleman.

Safeguarding governance visits are held at each school to evaluate the quality of safeguarding for our children. During these visits, the safeguarding reviewer will speak with the Head, Designated Safeguarding Lead, Educational Visits Coordinator and other staff, as well as always talking to groups of children. The safeguarding reviewer also scrutinises the Single Central Record and other documentation.







Living in Madrid

Situated at a height of 650 meters above sea level in the centre of mainland Spain, Madrid is the political, financial and cultural heart of Spain as well as the highest capital city in Europe. It is estimated that the capital attracts around 75 percent of all foreign investment destined to the country.

Spanish *(español)* is the language of the city though an increasing number of Madrileños speak English. Speaking a little Spanish is always appreciated, regardless of the level.

Madrid´s climate is continental with extreme temperatures: hot in summer and cold in winter with plenty of sunny days and blue skies throughout the year.

Madrid is a city that has much to offer its residents, from culture, art and wonderful historic buildings, to a vibrant nightlife, great restaurants, shopping and a wealth of green space.

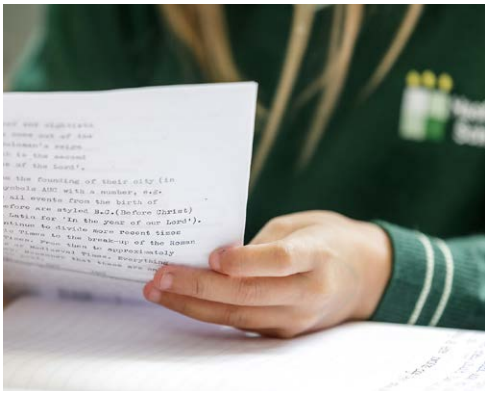
Landmarks worth a visit include Madrid´s Royal Palace, its Cathedral (the Almudena), and a walk around the *Casco Antiguo*, or old quarter of the city with its famous square, the *Plaza Mayor.*

Shopping in Madrid caters for all tastes, from traditional craft shops to major shopping centres and department stores.

Madrid has around 250,000 hectares of green area, including 43 parks and gardens, like the beautiful and centrally located Retiro Park, and streets and avenues lined with trees.

The region is famed for its sporting excellence with famous teams, such as Real Madrid and Atlético de Madrid. Locals and visitors alike are given the opportunity to watch exciting football matches as well as racing events, marathons, cycling competitions, show jumping, the Masters tennis series, basketball and golf tournaments, to name but a few. The region even offers mountain sports at the region's ski resorts: Navacerrada, La Pinilla and Valdesquí.







Role description

The Head of Hastings School 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 leadership which ensures continuing improvement with a focus on delivering teaching excellence to accelerate and sustain excellent pupil progress.

The job holder's responsibility for promoting and safeguarding the welfare of children and young persons 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 Head or indeed to the regional Managing Director and CEO so that a referral can be made accordingly to the relevant third party services.

More specifically, the key roles and responsibilities of the Head are:

Setting direction

- Create and communicate a clear sense of purpose and direction which is understood by all stakeholders.
- Translate the vision into a clear Strategic Plan which all stakeholders understand and see their place in; this includes the setting of educational and commercial objectives.
- Foster a shared drive to improve and sustain high aspirations and outcomes for pupils.
- 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 Hastings School, Cognita, the pupils, the parents and the community.
- Collaborate with others outside the School to achieve goals.
- Lead a 'customer focused' school which listens to parents and pupils in order to improve the offering.

Role description

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 pupils' 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 Hastings School 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 pupils, staff, parents and other visitors to the School's five sites.
- Ensure that Hastings School is consistently compliant with all statutory regulations and requirements, including the Independent School Standards Regulations, as amended.





Role description

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 Hastings School 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 Hastings School 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 Hastings School; 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 Hastings School 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.



Role description

Equality and equity

- Ensure that Hastings School reflects a vibrant and inclusive ethos which actively values and promotes diversity, community cohesion, and supports pupils 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 pupils.

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 Assistant Director of Education.

Commercial

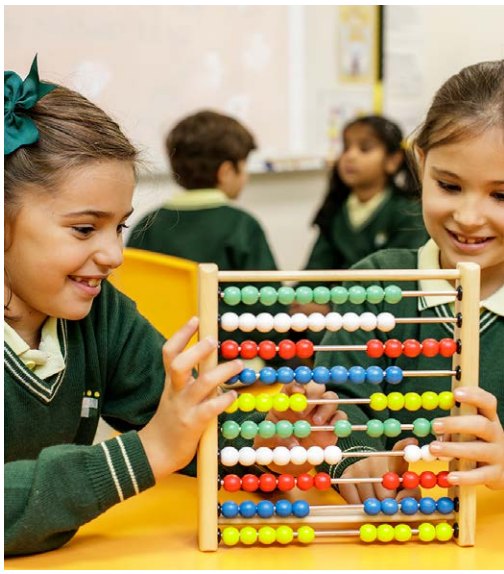
- Lead and manage the commercial aspects of the School including profit and loss accountability.
- Take responsibility for the recruitment and retention of pupils.
- Manage budgets, identifying cost saving initiatives which maintain standards of excellence.
- Review staffing structure to support educational 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, to give support to the schools.
- Respect confidentiality of staff, pupils, 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 Hastings School or Cognita. This job description details responsibilities but does not direct any particular priorities or amount of time to be spent carrying out these duties.











Person specification

We are seeking an inspirational, energetic and compassionate leader who can engage pupils, staff, parents and all other key stakeholders in maintaining and developing Hastings School as the successful international school it is today.

The successful candidate will therefore possess the following:

- Integrity, humility, approachability and the highest aspirations for staff and pupils.
- A sense of humour which is complemented by professional dignity and an authentic approach.
- A good university degree.
- Experience in learning design and digital learning.
- IB experience (preferable, not essential).
- A good command of Spanish, both written and verbal (preferable, not essential).
- 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, pupils, 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.

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TEACHING EXCELLENCE







Terms of appointment

The new Head will be expected to take up the post in January or September 2018. A salary package commensurate with the skills and experience of the appointee will be offered.

How to apply

An executive search exercise is being undertaken by Perrett Laver for the post. Perrett Laver will support the Appointing Panel in the discharge of its duties both to assist in the assessment of candidates against the requirements of the role, and to identify a wide field of candidates.

Applicants must submit a completed Cognita application form and a covering letter addressed to Simon Camby, Director of Education Europe at Cognita, and addressing the criteria outlined in the role description and person specification. The letter should be no more than two sides of A4. A current CV can also be added but it cannot replace the completed application form.

Completed applications should be uploaded at **https://candidates.perrettlaver.com/vacancies** quoting reference **2961**. The deadline for applications is **0900hrs BST on Thursday 12th October 2017**.

Longlisted candidates will be invited to interview with Perrett Laver during the weeks commencing Monday 23rd or Monday 30th October 2017.

The shortlist of candidates will be selected on Monday 6th November 2017 and those shortlisted will be invited to Hastings School for an Assessment Centre on Thursday 16th or Friday 17th November. This will be followed by Executive Panel interviews in Spain on Monday 27th and Tuesday 28th November and interviews with Cognita's CEO on Tuesday 12th and Wednesday 13th December 2017.

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.