



**BSB**

THE BRITISH  
SCHOOL OF  
BRUSSELS

Assistant Head - Secondary School

**The British School of Brussels (BSB) | Candidate Brief**

Learning **together**  
inspiring **success**



## Contents

03 Section 1

Welcome from the Principal

A word from the Vice Principal  
& Head of Secondary

Our school

09 Section 2

Guiding statements  
Vision & definitions

15 Section 3

Campus facilities

21 Section 4

The role  
The person  
How to apply

## Section 1

# Welcome from the Principal

Thank you for your interest in the role of Assistant Head of Secondary School here at BSB. The vacancy arises following a restructuring of the Secondary School Leadership Team following the promotion of John Knight to Head of Secondary.

This pack should provide all the information that you require in order to make an application. More information about our school can be found on our website [www.britishschool.be](http://www.britishschool.be). John and I are very happy to speak to anyone interested in applying for this role and can be contacted at [MWarnes@britishschool.be](mailto:MWarnes@britishschool.be) (**Melanie Warnes**) or [JKnight@britishschool.be](mailto:JKnight@britishschool.be) (**John Knight**).

The Assistant Head of Secondary School is part of the Secondary Leadership Team comprising the Head of Secondary and two Deputy Heads: David Hindley and Melanie Chambers.

The Extended Leadership Team, which also includes the Deputy Heads of Primary and the Operational Directors, is a dynamic, open and committed group of professionals. We are looking for an excellent practitioner to join us. You will be committed to achieving the best for our students and match that commitment with the ability to make a significant positive impact. You will have first-class interpersonal skills and work in such a way to create a climate of commitment at all levels. We are developing BSB as a dynamic professional learning community, it is essential therefore that you have a deep knowledge of and expertise in teaching and learning, work collaboratively and bring out the best in others.

You will find BSB a positive, challenging and inspirational place to work. Much will be required of you but the personal and professional rewards are great. I joined BSB as Principal in August 2016 from the UK and have found BSB to be a wonderfully stimulating place to work. It is rare, I believe, to find such a genuinely welcoming and enthusiastic staff and such delightful students. I can honestly say that every day is a rewarding experience. As such, I feel very fortunate and privileged to be Principal.

In addition, Belgium is a pleasurable and easy country within which to live. My husband and I live in Brussels, and we have found it to be warm, friendly and culturally rich. We quickly felt very at home here.

A handwritten signature in black ink, appearing to read 'John Knight', written over a horizontal line.



# Our school

In the heart of Europe, in one of the world's most multilingual and multicultural cities, The British School of Brussels (BSB) is a very special community: mutually supportive, unconditionally welcoming and unfailingly respectful.

In membership of HMC and accredited by COBIS and CIS, BSB is one of the leading international schools in Europe. Officially opened in 1970, BSB is highly successful with superb facilities. We occupy a beautiful site of 10 hectares, surrounded by woodlands and lakes, in a leafy suburb just 20 minutes by car from Brussels.

We are a non-selective and inclusive, independent, fee-paying, not-for-profit, international school which meets the needs of internationally mobile and expatriate families in Belgium as well as local families who want an international education. With 1,350 students from 70 nations, we are made up of two schools:

- Primary School - ages 1-11
- Secondary School - ages 11-18.



All students follow a British-based curriculum up to age 16 studying towards their (I)GCSE's. This is adapted to our European context and international cohort and is followed by the choice of three internationally recognised pre-university examination courses from age 16-18 — English A Level, the International Baccalaureate Diploma and BTEC Business, Hospitality, Sport and Applied Science. English is the main language of tuition, with options available to follow a Bilingual French-English programme for children aged 4-14. Our academic results are outstanding and graduating students go on to a wide range of prestigious universities worldwide.

More information can be found on our website [www.britishschool.be](http://www.britishschool.be)



# A word from the Vice Principal

BSB is a wonderful place to work. Our students are delightful and our teachers are dedicated and passionate about students' learning and aspire for them all to be the best they can.

This is a very special community and our shared campus, with students aged from 1 to 18 years as well as the 70 nationalities that make up BSB, fosters a very welcoming ethos for the whole school. It is important that our students achieve personal success but just as important is that they are happy and are able to make deep friendships and connections with those around them.

Respect and kindness is at the heart of all we teach both in the classroom and beyond so this is a vital role in our development as a school with its values at its very core.

We are very fortunate to have an experienced and caring team of Heads of Years for students in Years 7-11 and a key aspect of this role will be leading this outstanding team to the next stage of our vision for our students.

I am very proud of our students and staff and relationships are at the heart of all we do. Our parent body is very supportive and the partnership we have through our pastoral system enable us to do all we can to set every student up for success.

This role is an exciting opportunity for an ambitious middle leader to grow and develop as part of the Extended Leadership Team of the school. The successful candidate will bring new ideas and energy to the way we support all students to develop as they transition from Primary through to the first experience of formal exams.

Having spent 13 years at BSB I can honestly say that joining the school was the best decision I have made and hope applying for the position will be a great decision for you too. I wish you every success.

John Knight  
Vice Principal & Head of Secondary School





## Section 2

# Guiding Statements

BSB is an inclusive international **learning** community, working **together** and **inspiring success**.

Our aim is to be an educational force for good by:

- ✓ developing **confident, caring** and **courageous** people who engage actively, ethically and purposefully with the world around us
- ✓ fostering **curious, resilient** learners who enjoy life and achieve the best that they can
- ✓ encouraging **respect** for self, others and the wider world.

## Our vision

By 2020 BSB will be known as the first choice for students, parents and professionals as a world class learning community recognised for:

- state-of-the-art campus facilities including sports and performing arts areas
- a commitment to languages including bilingual programmes in French and Dutch
- a creative and evolving curriculum providing a range of options for all learners from 12 months to 18 years, including British and international qualifications
- enhancing learning through leading-edge technologies
- leading excellence and innovation in professional practice and development
- active, ethical and purposeful engagement with the world around us.

## BSB strategies

We will achieve our aims and vision through:

- high quality teaching and learning
- high quality support for learning
- a creative, dynamic and holistic curriculum
- enhancing learning through leading edge technologies
- leading excellence and innovation in professional practice and development
- the fostering of international mindedness in all members of our community
- effective partnerships with the local and wider community
- high quality and sustainable campus facilities and resources
- a safe and secure learning environment
- effective governance and leadership







## Our definition of learning

- ✓ The British School of Brussels (BSB) is a learning focused school. We focus on a range of learning outcomes - academic, personal, social and physical
- ✓ The school's definition of learning underpins everything that the school seeks to achieve in terms of learning and teaching.

## Learning is...

- ✓ Learning is a transformational process of acquiring, applying, connecting and adapting new skills, knowledge, behaviours and attitudes to affect an alteration in long-term memory and develop a deeper understanding, in order to inform action.

## Student statements...

What can you **do** now that you couldn't **do** before?  
What do you **know** now that you didn't **know** before?  
What do you **understand** now that you didn't before?  
What will help you to **remember** and **use** what you have learned in the future?



## Our definition of internationalism

BSB seeks to develop and broaden intercultural understanding as well as engage with and celebrate our interlingual diversity. In addition, we wish to foster an active, ethical and purposeful engagement with the world around us, rooted in empathy, solidarity and sustainability.



### A member of the BSB community:

- is knowledgeable of and curious about the wider world and seeks to broaden and deepen understanding
- reflects upon his/her role and responsibility as a global citizen
- is willing and able to communicate about culture, language and beliefs
- is prepared to take action and to be an effective contributor
- respects and celebrates diversity, language, culture and beliefs
- appreciates multiple perspectives including environmental and economic systems and current global issues.

You can find more about our Guiding Statements on our website at [www.britishschool.be](http://www.britishschool.be)



## Section 3

# Campus facilities

## Sport

BSB is a centre of sporting excellence and sport is a vital part of the school curriculum. Our new sports complex includes a 25m indoor swimming pool, gymnasium, multi-purpose sports hall, fitness and dance studios. Facilities also include two state-of-the-art, all-weather artificial pitches; grass pitches; floodlit training area; and four outdoor tennis courts for all students to enjoy and develop their sporting abilities to the full. There is something for everyone, from gymnastics to rugby, hockey to basketball. Sporting success is not only the result of close cooperation between BSB and a number of national organisations, but also with other schools in the UK and across Europe, with students successfully competing in international and national competitions such as ISST and ISGA.

**Please visit our website and watch our sports video for more information.**





## Music & Drama

Our superb Music Department includes a spacious, fully computerised Music Technology suite, a recording studio, a large rehearsal studio and 12 individual, sound-proofed music practice rooms for the school's orchestras, concert bands, instrumental ensembles and individual lessons. The breadth of choice, from the harp to the electric guitar, with private instrumental teachers, together with opportunities to perform in numerous music concerts ensures students are offered challenging opportunities to perform at the highest level.



Our 240-seat Brel Theatre is complemented by another 100-seat studio space, both with the very latest lighting and sound equipment. The school boasts an excellent costume department that supports up to 15 drama productions each year, including student-directed performances presented across the full age range. The school also participates in recognised events such as the annual ISTA Drama Festival and LAMDA workshops and qualifications.



## Specialist facilities

Secondary School Art & Design studios include spaces for fine art, ceramics, graphic design, printmaking, and sketching. Students learn how to use simple and complex tools to express themselves. Other modern facilities include Design & Technology (DT) workshops where students can design and develop their ideas using wood, metal, plastics, electronics and other materials. Students use advanced Computer Aided Design (CAD) and Computer Aided Manufacturing (CAM) tools and some of the equipment in our DT rooms is available in no other school in the world. Our Food & Technology kitchens are bright, open spaces with up-to-date appliances. Additionally, we have nine fully-equipped Science laboratories, comprehensive language and filming facilities, and a large self-service Cafeteria.





## Digitally connected

Technology for learning is very important at BSB and the school has a policy of integrating technology into the broader curriculum as well as teaching dedicated computing and technology skills. Aspiring to the highest level of provision, we have over 280 desktop PCs, 370 staff laptops and 6 Macs for creative work such as music composition, graphic design and filmmaking. We also have Apple TVs, 3D printers, interactive whiteboards, 515 iPads, and operate a 1-to-1 device programme in the first three years of our Secondary Year Groups with over 350 devices and 'Bring Your Own Device' in later years. With so many devices, students always have access to a computer in and out of the classroom.



## Section 4

# The role

- To work closely with the Head of Secondary and Deputy Heads to ensure the ongoing and future success of BSB
- As a member of the Extended Leadership Team to contribute to the vision and strategy for the school.

In this role you will be required to:

### Professional Leadership

- Provide strong, dynamic and visible leadership of the team of Heads of Year
- Promote excellence and innovation in your development areas
- Set and uphold the highest professional standards amongst staff and students, acting as a role model to all
- Foster a culture of excellence across the school to promote the school values based upon mutual respect and the BSB learner profile
- Ensure that the ethos and values of the school are sustained and that excellent relationships between staff, students and parents are a continuing priority
- Provide leadership to staff, valuing them amidst a culture of dedicated engagement, openness, and a sense of involvement as part of an academic community.





## Educational Leadership and Management

- Ensure safeguarding and child protection processes of the highest standards
- Ensure that processes are in place to track, monitor and provide meaningful interventions for secondary students
- Oversight, line management of Heads of Years 7-11, school counsellors and nurses in relation to secondary students
- Ensure excellent transition and integration of new students
- Lead systems and processes of management of behaviour and awards



- Encourage parental support and involvement in the work of the Secondary School
- Oversee the implementation of relevant policies and procedures to ensure a culture of continuous development and improvement
- Fostering links with the local and wider national and international community.





## Operational Management

- Effectively and efficiently manage resources related to the post
- Ensure that all administration and record keeping related to the areas of responsibility is accurate and up to date especially for sensitive aspects e.g. child protection
- Integration and support of new students
- Oversee Secondary School reporting and tracking systems
- Management of Secondary School assemblies
- Behaviour management and rewards systems development.

# The person

## Values and Beliefs:

### Upholding the ethos of BSB

- Committed to the values and behaviours of our Guiding Statements
- Committed to achieving the best at all times for BSB students
- Belief that in learning and in life more is achieved together than alone
- Commitment to inclusive internationally-minded education.

## Personal Qualities:

### Demonstrate high professional standards at all times and be a role model for staff and students

- High aspirations of self and others
- Self-confidence and an optimistic 'can do' approach that makes things happen
- Able to relate well with others in a way that is culturally and situationally sensitive
- Take responsibility for own actions and decisions
- Able to adapt, be flexible and see more than one way of doing things
- Energy, dynamism and enthusiasm
- Exhibit integrity, sound judgement and compassion
- Deal positively with pressure and work to deadline





## Leadership Behaviours & Skills:

### Lead with integrity, commitment and humility

- Commitment to distributed, empowering leadership
- Engage and inspire students and staff
- Lead people to work successfully together towards shared goals
- Behave in such a way that encourages a positive climate at all times and which promotes mutual support and collaboration
- Build, support and challenge a high performing team, with particular emphasis on professional learning of all team members
- Able to think creatively and imaginatively to anticipate and solve complex problems and identify and act upon opportunities
- Ability to work independently, to delegate effectively and prioritise well
- Willingness to learn through ongoing development and improvement to benefit self and others
- Committed to creating a culture of inquiry
- Be courageous and prepared to take appropriate risks
- Make sound decisions based upon analysis, interpretation and understanding of evidence
- Possess personal presence with strong communication skills
- Be an ambassador for the school, with strong personal credibility and diplomatic skills.



## Knowledge, Experience, Expertise:

- Successful Middle Leadership experience
- University Degree and Master's (or willingness to work towards)
- Excellent teacher
- Comprehensive and knowledge of educational development and best practice
- Evidence of continued professional learning
- Proven track record of securing improvements for students
- Experience in managing resources
- Experience of a range of staff management processes e.g. recruitment and performance appraisal
- IT literate





## How to apply

To apply, follow the instructions on  
[www.britishschool.be/jobopportunities](http://www.britishschool.be/jobopportunities)



**An international learning community**

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