



EL LIMONAR  
INTERNATIONAL  
SCHOOL

**ELIS**  
MURCIA

LEARNING TODAY, LEADING TOMORROW



**ELIS**

**CANDIDATE BRIEF**  
**Appointment of Head of Upper School**

**COGNITA**

An inspiring world of education

## WELCOME

**El Limonar International School Murcia (ELIS Murcia), part of the Cognita Schools Group, with 790 students between 3 – 18 years, is a dynamic learning community. ELIS Murcia is a growing school committed to continuous improvement of all aspects of school life; CPD to ensure high-quality learning experiences for our students; and a positive work-life balance for our staff.**

ELIS Murcia is one of the very best international schools in terms of external examination results with recognition year after year as one of the top schools in Spain through the prestigious *El Mundo* ranking. Furthermore, ELIS Murcia recently received the awards Cognita Europe **School of the Year 2022** and Cognita Europe **Great Place to Work 2022**.

Students graduate from ELIS Murcia with proficiency in three languages. Around 80% of our graduates go onto further education within Spain, with the remaining 20% taking up offers in the UK and other international destinations. As well as our focus on academic excellence, we are committed to fostering positive relationships that allow our learners to develop all the necessary skills to become the bold and resilient leaders of tomorrow.

ELIS Murcia offers a programme based on the National Curriculum for England and Wales, IGCSE and IAL Level courses, as well as the Spanish Baccalaureate programme. ELIS Murcia is authorised by the British Council to run as a British curriculum school in Spain through inspection by NIS, the National Association of British Schools in Spain (NABSS) Inspection Service. Furthermore, ELIS Murcia is recognised by the Spanish Ministry of Education and is an approved examining centre for Cambridge International Examinations, Pearson Edexcel and AQA examinations.

Committed to improving our performance in all areas of school life, ELIS Murcia is now undertaking the process of obtaining the world-class Council of International Schools (CIS) Accreditation: this is an ongoing process which saw Membership to CIS granted in May 2021, with the first Accreditation visit having taken place in November 2022. ELIS Murcia will become only the third school in the whole of Spain with this accolade, and the first school in Cognita Europe to be CIS accredited.

ELIS Murcia has expanded rapidly over recent years, and in September 2020 we opened a state-of-the-art Secondary and Sixth Form school campus at the *Montevida* residential development, adjacent to the Infant and Primary *Buenavista* campus, for an additional 400+ students. This new school campus is by far the most modern and innovative educational facility in the Region and keeps ELIS Murcia very much where it belongs: at the vanguard of educational provision in Spain.

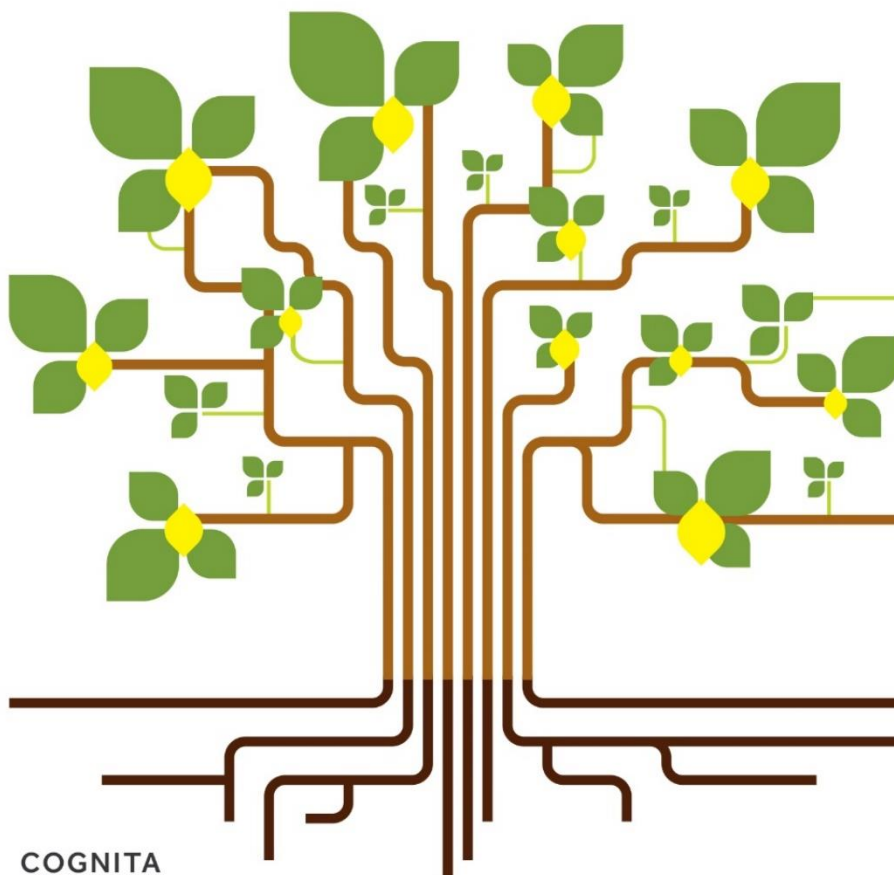




## OUR VISION

**At ELIS Murcia we educate for democracy, equality, respect and dignity.**

## OUR MISSION



We aspire to build a shared community understanding of our own cultural identity, challenging our students to value difference. Our commitment to instilling the values, attitudes and behaviours of responsible **global citizens** further contributes to our students' own wellbeing and development whilst enabling them to positively impact on others.

We are proud of our **high-quality multilingual learning and teaching environment** firmly rooted in an accessible, yet challenging curriculum offer. We aspire for all our students to reach their full potential, encouraging them to become reflective and resilient learners, bold and creative thinkers.

**Wellbeing** sits at the very core of all that we do: we know that a student needs to be well to learn well. Caring, compassionate staff, who hold high expectations of themselves and of our students, ensure positive relationships are fostered so our students are motivated, engaged and successful.





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# HEAD OF UPPER SCHOOL

## OUR VALUES



EL LIMONAR  
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**ELIS**

### ELIS Values



**RESPECT**

***We listen, we value diversity  
and we respect others' opinions***



**CARE**

***We look after our school and understand  
our responsibility to the wider environment***



**PERSEVERANCE**

***We work hard and have high  
expectations of what we can achieve***



**KINDNESS**

***We value and care for others,  
always being mindful of their feelings***



**HONESTY**

***We are honest with ourselves  
and with others: we always tell the truth***

COGNITA





## LIVING & WORKING IN MURCIA

Most professionals who come to the Region of Murcia choose to stay as it offers a superb quality of life with wonderful weather, culture, sport, food and people (something for everyone!). It is a great base from which to explore southern Spain and with two international airports in close proximity to the school, it is an excellent place for both cheap travel to and from the UK and for exploring the rest of Europe and North Africa. Candidates should do their own research, but it should be remembered that the cost of living in Murcia is significantly below that of the UK or northern Europe (at around 80% of the UK average).

The school follows the academic year calendar from September to June as published by the Spanish Ministry of Education. For teaching staff, there are normally just over two weeks' holiday at Christmas, two weeks at Easter and nine weeks in the summer. It should be noted that although there are many 'bank holidays' in Spain, there are no long half-term holiday periods like in the UK education system. Leadership roles attract a 31-day annual holiday allowance.

The school day runs from 9.00am to 4.30pm, with staff meetings and extra-curricular activities after school. There are seven teaching periods of between 50 and 60 minutes each day, depending on the Key Stage and campus. The maximum teaching load for a class teacher is up to 27 classes a week out of 35, although most teach less. Staff also stay in school for a one hour long meeting each week as well as between two and three 10-minute morning briefings per week. Up to three times a term they stay for an additional two hours for parents' meetings or whole-school staff meetings.

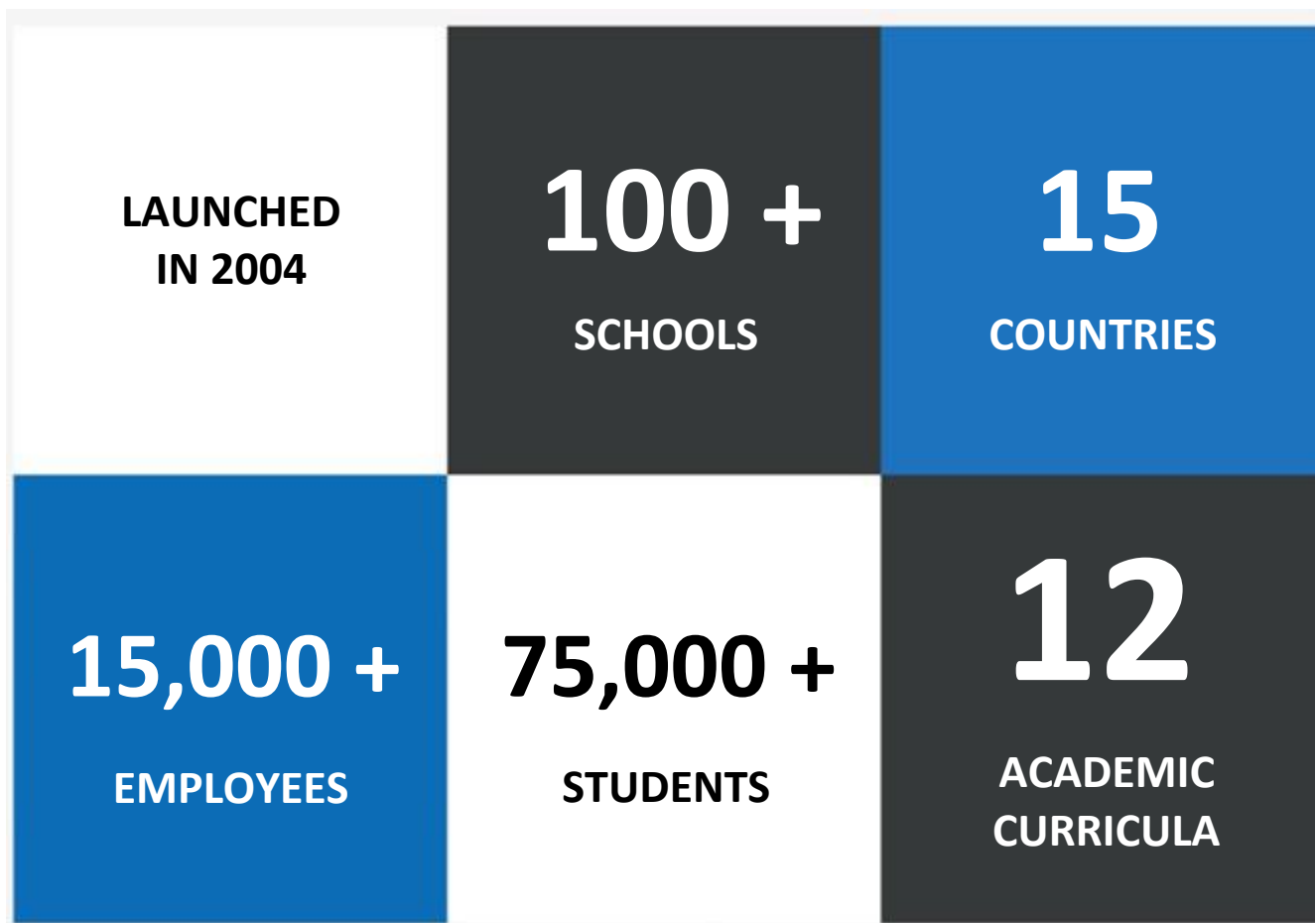
We offer a competitive salary and 100% remission for staff children on tuition fees for staff on 0.75+ FTE contracts.





## WORKING FOR COGNITA

Since 2008 ELIS Murcia has been a proud member of the Cognita Schools Group. As the world's most diverse schools' system, Cognita offers outstanding career opportunities with a global dimension. The organisation employs more than 15,000 teachers and professional staff across its 102 schools, UK Head Office and four regions: Asia, Europe & U.S, Middle East & India, and Latin America. Employees enjoy a comprehensive range of benefits, not least professional development incentives and the opportunity to forge an international career within the same organisation. Links with our global family strengthen the learning opportunities we provide both to students and teachers. ELIS Murcia is part of the Cognita Europe division.



# COGNITA

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Find out more at [www.cognita.com](http://www.cognita.com)

## THE ROLE

Following the promotion of the Head of Upper School to the position of Headteacher at our sister school, ELIS Villamartín, we are seeking a candidate who will provide highly effective leadership and management of the academic and pastoral programmes of our Upper School section. The Head of Upper School reports immediately to the school Principal and directly manages all Secondary Heads of Faculty, Pastoral Leads, the Head of Sixth Form, the National University Admissions Director, and the Examination Officer. The Head of Upper School is responsible for ensuring that the curriculum, teaching and assessment practices inspire high levels of engagement, achievement and progress in order that all students from Year 7 – Year 13 achieve their full potential.

The successful applicant will be an inspirational leader who will be an integral member of the school's Senior Leadership Team, fully involved in the SLT decision-making process. The challenging demands of leading high-quality education in an international school such as ours requires flexibility, adaptability and enthusiasm from the post holder.

### KEY ACCOUNTABILITIES:

#### Leadership

- ✓ Set direction and create and communicate a clear sense of purpose which is understood by all Upper School stakeholders
- ✓ Be responsible for Upper School improvement and strategic planning relating to the School Improvement Plan (annual) and School Strategic Plan (3 year)
- ✓ Oversee Upper School staff Performance Management including the setting and review of professional targets with the support of the Upper School Middle leadership team
- ✓ Promote a positive and growth-minded culture to favour an environment where staff hold high expectations, ensuring students are motivated and engaged in their learning

#### Holistic Education

- ✓ Understand and promote the ELIS Murcia vision which focuses on wellbeing, high-quality learning & teaching, and a commitment to promoting the attitudes and behaviours of responsible global citizens
- ✓ Be an advocate for student wellbeing and ensure the *Cognita Be Well Charter* and the *Wellbeing Maturity Tracker* are used as key tools in student wellbeing
- ✓ Ensure a rigorous focus on pupil achievement using data and assessment tools to monitor progress and challenge under-achievement
- ✓ To organise and lead Assemblies linked to the PSHE programme and Global Citizenship Action Plan

#### Operational Excellence

- ✓ Manage a delegated budget and oversee subject area consumable and CAPEX spending
- ✓ Ensure whole school policies and processes are implemented in Upper School
- ✓ Develop, maintain and ensure implementation of Upper School policies and processes
- ✓ Support the Principal to recruit, retain and develop staff as leaders in order to build capacity for improvement





## Growth

- ✓ Support the Admissions Officer and the Principal in the management of Student Recruitment and Retention
- ✓ Recognise business opportunities and explore new avenues of activity to increase revenue
- ✓ Ensure partnerships with parents to support and improve pupil achievement and wellbeing

## Safeguarding & Compliance

- ✓ Demonstrate a personal commitment to safeguarding and student wellbeing
- ✓ Lead an Upper School which is entirely compliant and provides a safe learning environment for students, staff and visitors
- ✓ Ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- ✓ To engage in safeguarding training when required



## PERSON SPECIFICATION

We are looking for an inspirational, energetic and people-oriented leader who can engage pupils, staff, parents and all other key stakeholders in order to contribute to ELIS Murcia's ongoing development. We seek a leader who is passionate about learning and teaching; a professional who is truly excited to work in the best international school in the Region of Murcia.

<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Degree and UK-approved PGCE or international equivalent</li> <li>• QTS with relevant teaching experience</li> <li>• Fluent English speaker (certified C2 level if English is a second language and significant experience of working in English)</li> <li>• Ability to communicate well in Spanish is preferable</li> </ul>
<b>EXPERIENCE, KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"> <li>• Previous Senior Leadership experience</li> <li>• A proven track record of raising academic standards and leading sustained successful school improvement</li> <li>• A full understanding of the importance of safeguarding student welfare within an educational environment</li> <li>• Up-to-date knowledge of current developments in UK pedagogy</li> <li>• Excellent written and oral communication skills</li> <li>• Ability to coach and inspire a bilingual team of educators</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• Be committed to the ELIS Murcia Mission, Vision &amp; Values</li> <li>• A conscientious and professional work ethic</li> <li>• High moral and ethical values</li> <li>• Able to work independently and collaboratively</li> <li>• Creative when approaching challenges, offering solutions rather than obstacles</li> <li>• A sense of humour</li> </ul>

## RECRUITMENT CONSIDERATIONS

All vacancies published have stated closing dates, but early applications are encouraged as we reserve the right to appoint prior to this deadline. Further details will be sent to short-listed candidates only. Interviews are usually held initially via Skype/Teams/Zoom, with the interview process always involving at least two interviews and a sample lesson where possible.

- ✓ **Safeguarding** 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 checks will be undertaken before any appointment is confirmed.
- ✓ **Diversity** Cognita's success depends on our people. With 70+ schools in eight countries and our employees representing over 30 nationalities, the scope of our difference is a source of pride. We believe this diversity positively promotes global citizenship and reflects the value of contribution irrespective of one's personal characteristics and/or background.
- ✓ **Equal opportunities** Cognita is committed to preserving and promoting equality of opportunity in all aspects of the conduct of its business. No member of staff or any applicant for employment with Cognita will be discriminated against, harassed or victimised because of their personal characteristics. Cognita expects all staff to comply with the letter and the spirit of its policy.
- ✓ **Wellbeing** Cognita is fully committed to the protection and enhancement of the wellbeing of all sections of our community. There is a Group and school-based programme for the promotion of mental health; of management of stress and workload; and for physical health and wellbeing.

## GOVERNANCE

Commitment to excellence is one of the pillars on which our day to day in ELIS Murcia is based. The Chair of Governors supports us in maintaining school standards whilst ensuring we focus on helping each and every pupil achieve their true potential.

The Governing Body is responsible for:

- Setting strategic direction within the context of clearly stated vision and ethos.
- Holding the senior leadership team accountable for the achievement, strategy and running of the school.
- Overseeing the overall educational performance of the school and suggesting ways of improvement.
- Overseeing the financial performance of the school - this includes setting fees, budget oversight and achieving financial targets.

## HOW TO APPLY

Applicants must submit a completed Cognita application form and covering letter, addressing the criteria outlined in the Candidate Brief and Person Specification. The letter should be no more than two sides of A4. A current CV can also be added but cannot replace the completed application form.

All applications must be submitted to our School Principal, Vanessa Grimward, by email, [vanessa@ellimonar.es](mailto:vanessa@ellimonar.es) and must be received by Friday 20 January 2023.

The new Head of Upper School is expected to take up the post in September 2023.



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## EL LIMONAR INTERNATIONAL SCHOOL MURCIA

### Lower School Buenavista Campus

Colonia Buenavista, s/n  
30120, El Palmar (Murcia) Spain.

### Upper School Montevida Campus

Sierra de la Fuensanta, s/n  
30150, Montevida, La Alberca (Murcia) Spain.

(+34) 968 882 818 / [www.elismurcia.es](http://www.elismurcia.es) / [murcia@ellimonar.es](mailto:murcia@ellimonar.es)

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