



**BRITISH  
SCHOOL  
OF VALENCIA**



**HEADTEACHER  
CANDIDATE BRIEF**

**COGNITA**

An inspiring world of education



## WELCOME

**Founded in 1992, British School of Valencia follows the British Curriculum and delivers the best education going beyond grades to develop all-round academic excellence for students of all nationalities aged 2 to 18.**

Since 2019, British School of Valencia is part of Cognita Schools Group, a global network of schools from all around the world.

Beyond the purely academic aspects, at BSV there is a feeling of affection and care for its students which has existed since the very beginning. The main objective of the school is to provide excellent academic preparation but also to help students develop at a personal and human level. To do this, creativity, personal initiative, and effort are stimulated thanks to a well-rounded education useful for both their academic and adult life.

BSV remains committed to adapting to the ever-changing needs of its students. In this regard, the Cognita Quality Framework provides a guiding purpose enabling students to thrive in a rapidly evolving world. This dedication to student-centred learning aligns seamlessly with its global purpose and reflect the unwavering commitment to nurturing well-rounded individuals and fostering leadership qualities.

At BSV they also feel especially proud of the school atmosphere, a family-like, nurturing, and inclusive learning environment that empowers students to achieve excellence and personal growth through a balance of academics, relationships, and character development. Collaboration and enthusiasm to share with them their school journey makes them feel unique, understood, appreciated, and loved.

British School of Valencia will continue to thrive with the opening of BSV Nexus, the new Sixth Form site designed to deliver a pre-university experience to the students. This state-of-the-art project will be officially opened in September 2024, just 300m from the main building, providing pupils with the perfect preparation for their post eighteen education.



## OUR VISION & AIMS



We make sure that our children feel appreciated, taken care of, motivated, and prepared for learning.



We are committed to achieving greatness, ensuring success for all students, and recognising their accomplishments.



We will extend their learning potential by offering a comprehensive and well-rounded curriculum.



We will create ambitious students and future leaders who take on challenges and show resiliency.



We will foster open communication through constant collaboration between home and school.



We will provide a secure, outstanding, and constructive learning environment.

# OUR VALUES

Our core values, the path to success:

## Responsibility

Fostering responsibility in students empowers them to take ownership of their learning and behaviour within the school community. Responsible students are reliable and demonstrate good judgment, something which we believe helps support a safe and strong learning environment.

## Curiosity

When students are curious, they actively seek know-how and are more determined to ask questions to engage in critical thinking. At BSV, we believe that curiosity fuels creativity, problem-solving and a desire to understand the world around them.

## Respect

Respect should always be present in every aspect of our lives, no matter our age or background. By promoting respect, we foster a sense of empathy, understanding, and acceptance amongst students and staff.

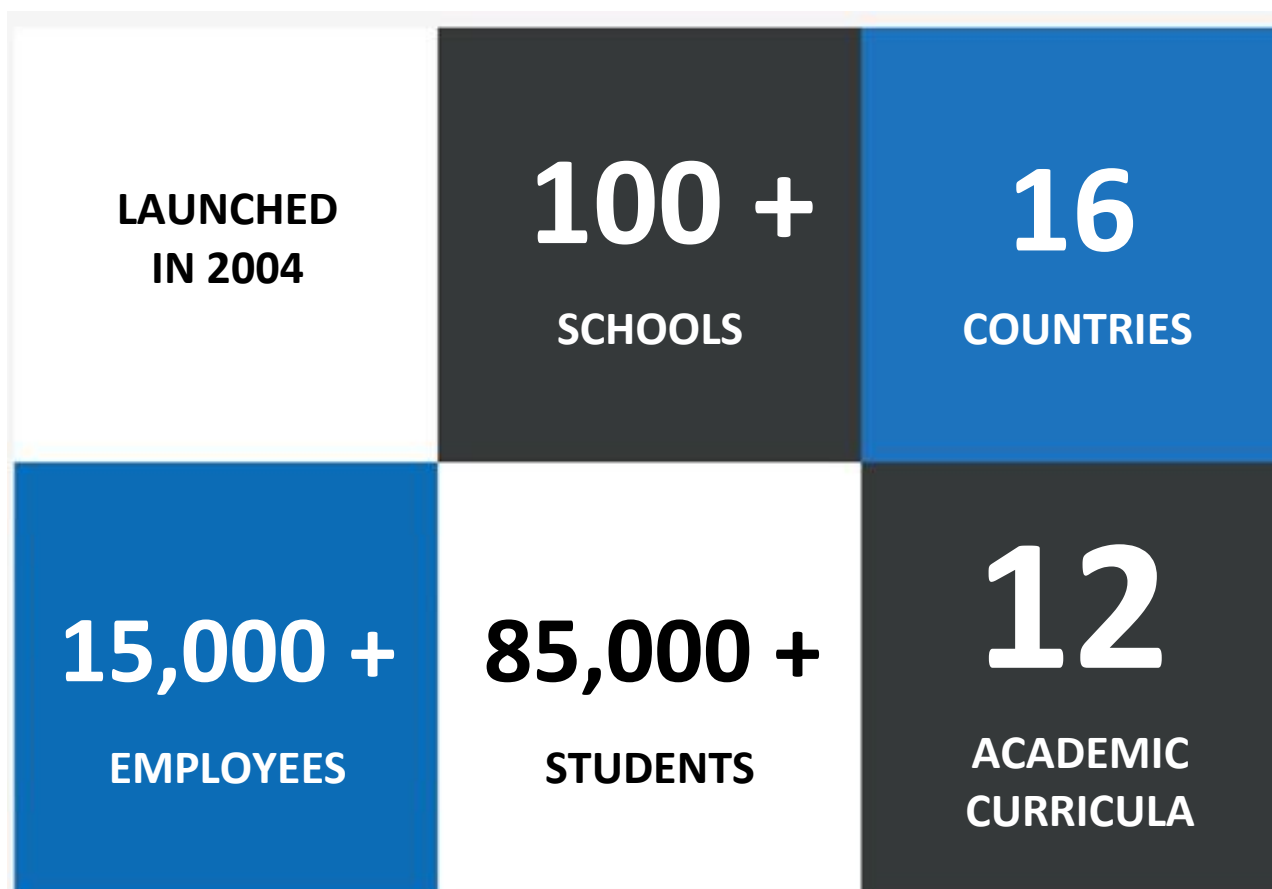
## Motivation

This is the driving force behind student engagement and success. When students are motivated, they set up their own goals and objectives, they tend to challenge themselves and actively participate in their learning to reach their full potential.



## WORKING FOR COGNITA

Since 2019 British School of Valencia 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 106 schools in 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. British School of Valencia is part of the Cognita Europe division.



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

## THE ROLE

**Throughout this brief you will find out more detail about the role. We are looking for an inspirational, energetic, and compassionate leader who can engage pupils, staff, parents and all other key stakeholders in maintaining and developing BSV to take full advantage of the market opportunities.**

### **Key Accountabilities:**

#### **Leadership**

- Set direction and create and communicate a clear sense of purpose which is understood by all stakeholders.
- Create a positive and growth-minded culture to develop a conducive environment where staff love coming to work, and students have a wonderful environment to learn in.
- To lead strategic planning in specific areas of responsibility in relation to both the School Improvement Plan and the School Strategic Plan

#### **Holistic Education**

- Ensure clarity of focus on safeguarding, academic achievement and personal development.
- Embed the Cognita Quality Framework: A3–Attitudes, Adaptability and Agency
- Ensure a rigorous focus on pupils' achievement using data and assessment tools to monitor pupil progress and challenge underachievement.
- Lead a successful preparation, application, and transition program into the next phase of education for all students.
- Be accountable for all requirements regarding inspection and external reviews; ensuring that the school is fully compliant with all current requirements/policies.
- Be an advocate for student wellbeing and ensure the Cognita Be Well Charter is used as a key tool in student wellbeing.

#### **Operational Excellence**

- Be accountable for the school finances including budgeting, planning and forecasting.
- Oversee school infrastructure and resources in a commercially appropriate way.
- Knowledge of the company procedures, deadlines and limits of authority, and ensure the school adheres to them.
- Ensure that all staff and volunteer roles are clearly defined, understood and agreed; and that individuals are held to account.
- Recruit, retain and develop staff as leaders in order to build capacity for improvement.



## **Growth**

- Take a leading role in the management of Student Retention & Admissions experience
- Understand and apply commercial & financial procedures including, legal/procurement best practice/cost control methods/KPI's/market research.
- Recognise business opportunities and explores new avenues of activity to increase revenue, especially by attracting full fee-paying students, developing links and partnerships with business and industry where appropriate.
- Ensure partnerships with parents to support and improve pupil achievement and wellbeing.
- Create partnerships within the local community to maintain the school's reputation.

## **Safeguarding and compliance**

- Demonstrate a personal commitment to safeguarding and student wellbeing.
- Lead a school which is entirely compliant and provides a safe learning environment for students and staff ensuring full compliance with legislation, regulations, safeguarding policies, procedures, and code of conduct.
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy.
- To engage in safeguarding training when required.
- Protect intellectual property.

## PERSON SPECIFICATION

**The successful candidate will therefore possess the following:**

### **Experience**

- Previous Headship/ strong leadership skills demonstrated in a similar role and similar phase school
- Demonstrate outstanding teaching practice and subject knowledge
- Deep understanding of the curriculum and high academic outcomes across year groups.
- Have substantial experience across a broad range of educational and pastoral activities including character development, pupil wellbeing.
- Strong commercial and operational management experience.
- Be adaptable to the environment and audience, demonstrating experience of engaging and building effective communication with parents, pupils, staff, and other third-party stakeholders to maintain and develop the school.

### **Skills and Knowledge**

- A first-class strategic thinker with the capacity to provide inspirational leadership in a changing external environment.
- Excellent written and oral communication skills
- Have strong people management skills with the ability to build a team approach with experience of human resource processes: recruitment, development, retention, and performance management.
- Digital competence to utilise technology in the delivery of learning.

### **Personal Characteristics**

- Want to, and enjoy empowering others and nurture talent
- Have a conscientious and professional work ethic
- Able and willing to have honest, open, and tough conversations, when required with staff and parents.
- You will be an inspirational, energetic, and compassionate leader.

## HOW TO APPLY

Applicants must submit a completed Cognita application form and a covering letter. You should address the criteria outlined in this Candidate Brief and accompanying 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. All applications should be submitted to our Senior Talent Manager, Kam Chouhan by email, [Recruitment@Cognita.com](mailto:Recruitment@Cognita.com) and must be received by Wednesday 29<sup>th</sup> November 2023.

The closing date is Wednesday 29<sup>th</sup> November 2023, but early applications are encouraged - we reserve the right to appoint prior to this deadline. Further details will be sent to short-listed candidates only. Interviews will be held in December. The recruitment process will consist of a first interview online, inviting shortlisted candidates to a second interview in the school premises.

- ✓ **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 100+ schools in sixteen 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.



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