



THE
BRITISH
SCHOOL
OF LISBON

HEAD OF DEPARTMENT / TEACHER

CANDIDATE BRIEF



WELCOME

The British School of Lisbon (BSL) is chartered by The Schools Trust, a UK school governance body whose trustees have founded 15 prominent British Schools around the world and focus on delivering high standards in every aspect of school life.

This is an exciting time for BSL as we opened our second campus, BSL Restelo, in September 2024. Opening the second campus cemented our position as the premier school in Lisbon and will enable the school to continue to grow up to Year 13.

The second phase at the BSL Restelo Campus is due to be completed by September 2025 and the entire project is expected to be completed within 3 years. The BSL Restelo Campus caters for students from Year 6 upwards.

BSL was founded in 2019 and currently goes from Nursery through to Year 9. BSL is expanding in a controlled organic way, growing the BSL Restelo Campus on a yearly basis (with the first Year 10 cohort starting in September 2025).

The BSL Cais do Sodré Campus (for Nursery to Year 5 students) was the original campus and is now approaching maturity in terms of student numbers and staffing.

BSL seeks to take full advantage of its international outreach to better prepare students for a global future.

The school delivers the English National Curriculum, with an ambition to provide standards on par with top UK independent schools. Students from Year 10 & 11 (Key Stage 4) will be prepared for I/GCSE examinations and in the Sixth Form (Key Stage 5) an enhanced AS Level and A Level programme will be delivered.

Families joining our school are not just seeking the very best of British education, but also want to 'live and breathe' the incredible cultural experience that living in Lisbon offers. While our students may travel to school using a colourful tram or walk past neighbouring historical attractions with the Tagus river as a backdrop, once they arrive they enjoy bright modern facilities and access to the latest technologies. It is this very blend of the contemporary with history and culture that makes our school uniquely positioned to deliver a truly exceptional educational experience.

Demand for places in all year groups is high and children are accepted only if they meet clear entry requirements.

BSL encourages independent thinkers who are knowledgeable, determined, competent and self disciplined. Nurturing well-rounded, happy students, encouraging healthy habits and respect to others is also paramount.

BSL's mission is to be a world leading school. It is unashamedly ambitious with the education it provides, ensuring students thrive not just academically, but also personally and socially.

Every student who attends is unique. BSL endeavours to instil not only a love of learning but the values and experiences that will remain with our students throughout their lives. Our ethos is to be a contemporary and happy school built on a foundation of values and practices associated with a traditional British school. While remaining formal in style, BSL embraces the most up to date teaching methods and the use of technology in its classrooms.

The school expects high standards of behaviour and a heightened sense of fair play while celebrating students' best efforts and achievements.

GUIDING PRINCIPLES

- Ensure our students are safe and happy
- Expect honourable, kind and well mannered conduct
- Uphold the highest standards in everything we do
- Provide exceptional learning environments and experiences
- Seek and retain the very best teaching professionals
- Impart a passion for learning and the determined pursuit of excellence
- Positively influence our community

Our trustees have over 50 years of combined experience founding and operating top international schools. As a governing board, they help schools set policies, provide guidance when implementing school development plans, structure management systems and also oversee the charity work of the organisation.

The aim is to bring to Lisbon as much of the life of a British independent school as possible, at all stages of our students' time in the school. The Trust schools are based on the House system; all students wear the school uniform; and, all students are encouraged to participate in the wide-ranging enrichment programme.

We look forward to hearing from you.

Stephen Spicer
Headmaster
The British School of Lisbon

LOCATIONS

BSL CAIS DO SODRÉ

Nursery - Year 5

Located in the heart of Lisbon, the BSL Cais do Sodré Campus is bordered by iconic neighbourhoods, and is a crossroads of ideas, cultures and limitless experiences and opportunities.

BSL RESTELO CAMPUS

Years 6 - 10 (from September 2025)

Located about 15 minutes from the Cais do Sodré Campus, Restelo is a calm and culturally rich district. The state-of-the-art BSL Restelo Campus, complete with specialist facilities and extensive outside space, was built to enable the school to continue to expand in the coming years.



At BSL, we have adopted a Middle School model starting from Year 6. This approach has proven highly effective, offering several benefits:

- It fosters the development of critical social, emotional, organisational, and interpersonal skills in students at an earlier age.
- Students are encouraged to explore a wide range of subjects, building confidence and expanding their knowledge base.
- The learning environment is both stimulating and challenging, preparing students for future academic success.
- Students begin studying secondary-level subjects earlier and benefit from being taught by subject specialists from Year 6, laying a strong foundation for GCSEs and beyond.



LIFE IN LISBON

Lisbon, and Portugal in general, ranks first in Europe in terms of sunny days per year.

Lisbon, the westernmost capital of the Europe continent, enjoys an excellent location on the Atlantic Ocean.

Lisbon is the oldest European capital after Athens, predating Rome by four centuries. It is recognised as a global city by the Globalisation and World Cities Study Group for its importance in international trade, finance, arts and entertainment, tourism and education.

Located two-thirds of the way down the country, from north to south, Lisbon sits on top of seven hills, where you can never get tired of the stunning views. The outskirts of Lisbon are surrounded by beautiful beaches and Monsanto Florestral Park.

The only European capital with Atlantic beaches, Lisbon presents enviable surf with a diversity of wave breaks that also suit body boarding and other water sports.

<https://www.visitlisboa.com/en>

<https://www.spottedbylocals.com/lisbon/best-lisbon-blogs/>

<https://tripduck.com/blog/best-lisbon-blogs/>

<https://wander-lush.org/best-things-to-do-in-portugal/>



EXPECTATIONS AND APPLICATION PROCESS

It is the school's policy to employ teachers with outstanding professional credentials from the UK with relevant experience delivering the English National Curriculum.

To be considered, teachers must possess a degree (usually a 3-4 year course at a noted UK university), coupled with a specialised and relevant teaching qualification (such as a PGCE).

Regardless of age, family situation or number of years teaching experience, we are primarily looking for teachers that are enthusiastic, knowledgeable and genuinely care about their students.

Given our holistic approach to education, and to meet the 'whole' needs of each and every child, all colleagues will be expected to be involved in the major aspects of the school's life

Only the highest quality of teaching and learning takes place in our classrooms. Joining BSL is a great opportunity for more experienced teachers to advance as there will be opportunities for progression as the school continues to develop.

To apply, please complete the TES online application form (Quick Apply) and upload a covering letter explaining why you wish to apply for the post and what skills and qualities you can bring.

Please note we do not accept CVs.



BSL is committed to safeguarding and promoting the welfare of children and this post is exempt from the Rehabilitation of Offenders Act (1974). Applications are subject to appropriate police checks as required. Successful applicants outside of UK will be required to provide an approved statement from the similar authority in the country in which he or she is currently based, and all other countries that they have resided in outside of the UK.

It is also a requirement of the recruitment procedure that a post cannot be confirmed unless satisfactory written references have been received, at least one of which must be from the current Headteacher or Principal and all of which must be professional in nature.

As part of the onboarding process the school will provide assistance to acquire your Portuguese tax number (NIF), social security number and local health insurance prior to your start date.

HEAD OF DEPARTMENT / TEACHER - JOB DESCRIPTION

Reporting to: the Senior Leadership Team

Responsible for: teaching staff and other relevant personnel within the department

Liaising with: the Heads of Department, Lead Teachers, teaching and support staff, and Parents.

Purpose:

The main purpose of a Head of Department / Lead Teacher is to:

- be accountable for, and to, provide professional leadership and management for the subject
- secure high quality teaching, effective use of resources and the highest standards of learning and achievement for all students
- contribute to the development and maintenance of whole school strategy, policies and ethos



Main duties

- have an enthusiasm for the subject which motivates and supports other staff and encourages a shared understanding of the contribution the subject can make to students
- review, and develop as necessary, specifications, resources, schemes of work, marking policies, assessment, teaching and learning strategies in the department
- oversee the day-to-day management, control and operation of courses
- manage the departmental resources - staff, budget(s), space and equipment - efficiently within the established limits, guidelines and procedures
- implement school policies and procedures
- work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students, and to the aims, objectives and strategic plans of the school
- initiate and, where appropriate, organise curricular, extra-curricular and educational enhancement activities related to the subject
- support the school's After School Activities (ASA) programme
- establish and implement clear policies and practices for assessing, recording and reporting on student achievement, and for using this information to recognise achievement and to assist students in setting targets for further improvement
- set expectations and targets for staff and students in relation to standards of student achievement and the quality of teaching
- establish clear targets for student achievement, and use data to evaluate student progress and achievement and, where necessary, create and implement effective plans of action to support students
- ensure that all department members are familiar with departmental aims and objectives
- hold regular, minuted department meetings and to then disseminate information from meetings of the Heads of Department
- evaluate the teaching of the subject, use this analysis to identify effective practice and areas for improvement, and take action to improve further the quality of teaching

- support colleagues with behaviour management and the establishment of high behaviour and attainment expectations amongst students
- establish clear expectations and constructive working relationships among staff involved with the subject, including through team working and mutual support; delegating responsibilities and delegating tasks, as appropriate; evaluating practice; and developing an acceptance of accountability
- ensure school rules are observed in the department, so that effective learning can take place
- work with the appropriate colleagues to ensure that staff development needs are identified
- remain up to date with and respond to subject-specific developments, and teaching practice and methodology make appropriate arrangements for classes when teaching staff are absent, liaising with the cover supervisor or relevant colleagues to secure appropriate cover
- participate in the recruitment process for teaching posts when required and ensure effective induction of new staff in line with school procedures
- motivate colleagues to ensure effective working relations

- be responsible for the day-to-day management of colleagues within the department and act as a positive role model
- contribute to marketing activities, such as the collection of material for press releases, newsletters, curriculum brochures, the school website and so on
- undertake an appropriate programme of teaching
- undertake duties as required
- act as a Form Tutor (for secondary school teachers) and carry out the duties associated with that role
- play a full part in the life of the school community



TEACHER JOB DESCRIPTION

Reporting to: Head of Department / Lead Teacher

Liaising with: the Heads of Department, Lead Teachers, teaching and support staff, and parents

Main Duties

- plan, prepare and deliver effective lessons which engage and stimulate students, providing suitable academic challenges that will allow each student to reach his or her potential
- self-evaluate and review teaching methods, materials and schemes of work and make changes as appropriate
- ensure effective teaching and management of classes, groups and individuals so that objectives are met, progress and challenge are maintained and the best use is made of teaching time
- set high expectations for student behaviour, establishing and maintaining a good standard of behaviour management through focused teaching and create positive and productive relationships in accordance with the rules and behaviour policy of the school
- assess students' work effectively in a timely fashion and provide appropriate comments
- maintain records and write reports on students' progress and development
- discuss progress with students, parents and colleagues
- commit to in-service training and continuing professional development
- maintain a well-managed classroom with a good work ethos
- maintain an up-to-date subject knowledge
- attend departmental meetings, staff meetings, parents' meetings and whole school events
- provide opportunities to foster the spiritual, moral, social and cultural development of students
- undertake duties as required
- act as a Form Tutor (for secondary school teachers) and carry out duties associated with that role
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