

TEMS

“Passionate about education”



Candidate Brief

Appointment of Headteacher

COGNITA

An inspiring world of education

WELCOME

For over 40 years, TEMS has been established as a British School that combines the benefits of a British education with the Montessori pedagogy and the possibility to continue in either the Spanish Bachillerato or A Levels.

TEMS ranks among the very best across both Spanish and international schools in Spain, in terms not only of our external examination results but as judged through the EL MUNDO rankings. As well as our high academic standards, we work to ensure our pupils are socially able and engaged, with a high level of emotional intelligence, independence and self-discipline.

TEMS comprises 3 distinct, spacious areas, namely Discovery House, our purpose-built Infant space, complemented by Primary and Secondary buildings. A new bespoke facility for Primary and Secondary is currently being built and is expected to open in September 2024. We work hard to ensure a sense of community across the three parts of our school, whether for students or staff in a range of collaborative projects such as reading buddies, working parties and volunteering.

Our new Headteacher will come with a track record of highly successful senior leadership experience gained either as a Head or Deputy Head, with established credibility for academic and other achievements. You will have a deep-rooted understanding of and passion for, educational excellence; the ability to inspire pupils and staff alike and hold a strong vision for the future of the school.

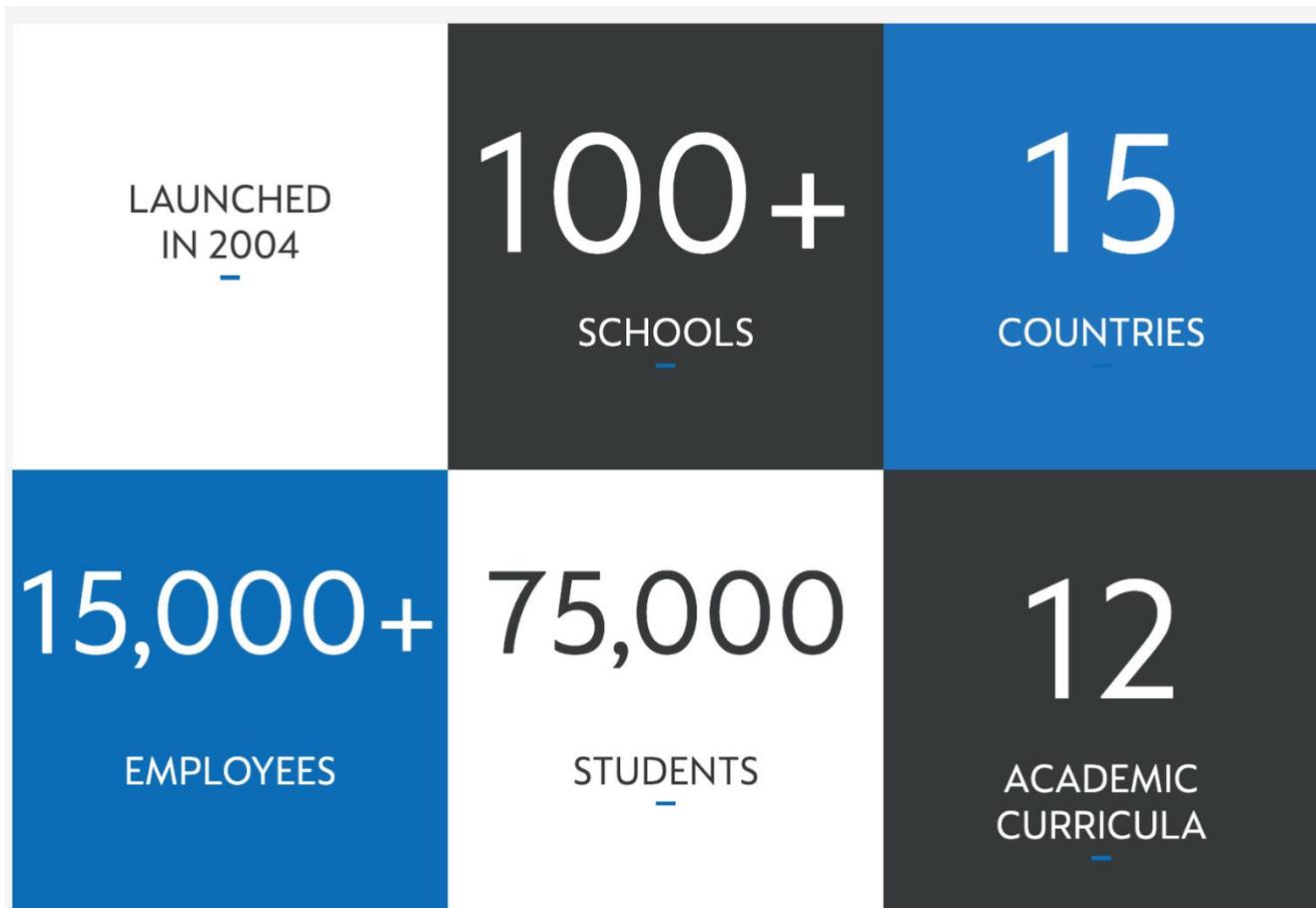
We value authenticity- matching one's actions with one's words is arguably the most respectful quality in a headteacher. Integrity and a drive to achieve very high standards are key qualities for this role. You will be someone who embodies these. You will have a strong belief in the power of reflection and professional development, leading a team that continually evaluates and looks for improvements. Moreover, your loyalty to the school and to the Cognita family will be instrumental in your effective leadership and your close working relationships.

We are equally keen to hear about how you will lead the school's commercial element to achieve ambitious business objectives. We are looking to appoint an individual who is a strong and authentic leader. To succeed in the position, you will have the intellect and people skills to know when and how to implement change.



WORKING FOR COGNITA

Since 2016 TEMS has been a proud member of the Cognita Schools Group. As the world's most diverse school group, Cognita offers outstanding career opportunities with a global dimension. The organisation employs more than 15,000 teachers and professional staff across its 100+ 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.



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Find out more at www.cognita.com

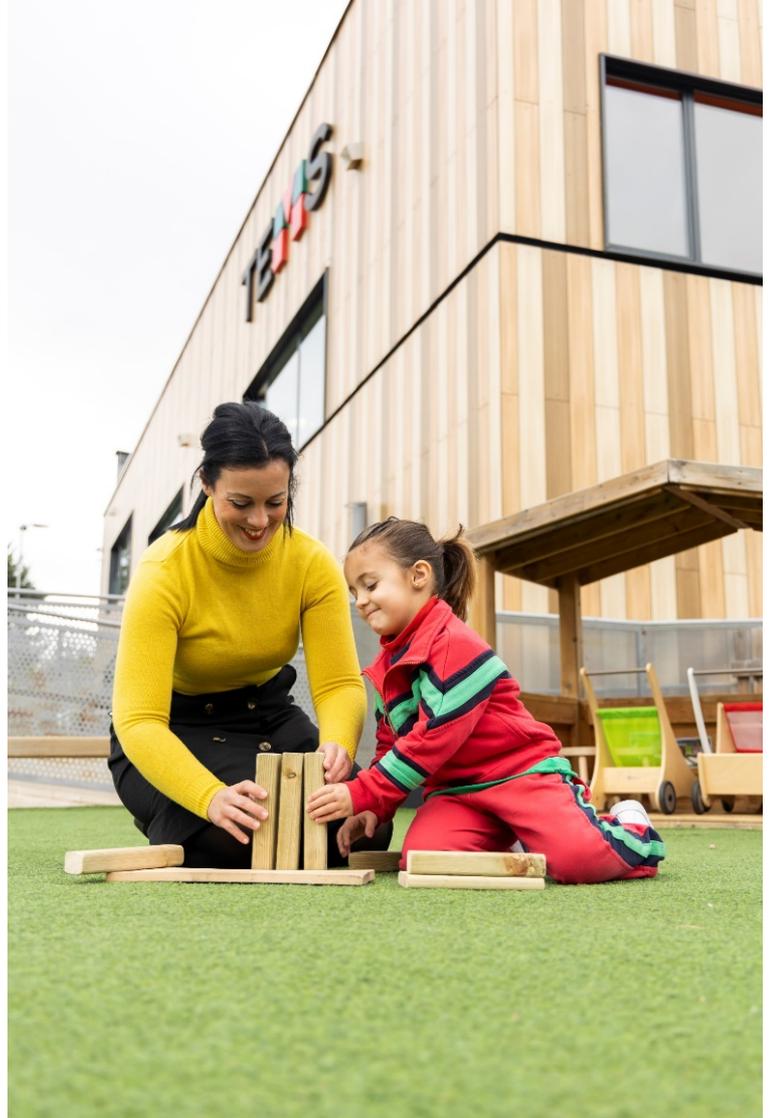
ABOUT TEMS

TEMS is recognised by the Spanish Ministry of Education and Culture and by Great Britain as a British International school in Spain with over 40 years of history.

We accept students aged between 3 and 18 for a comprehensive and successful educational experience. Although most students are Spanish, there are many different nationalities among our students, making our school both global and cosmopolitan.

Our extensive experience in education, combining the Montessori method for children up to the age of six, the British education system up to the age of 16 and the Spanish Baccalaureate or A Levels in years 12 and 13, ensures that our students receive an excellent education, equipping them for a successful future both professionally and personally.

Our students typically rank among the top students in external exams in Madrid's Spanish and international schools. In addition to the high academic standards set by the school, we work to ensure that our students become more socially competent and committed.



GOVERNANCE

Commitment to excellence is one of the pillars on which our day to day in The English Montessori School is based. It is, therefore, a great privilege to count on the guidance of the Chair of Governors who supports us in maintaining school standards whilst ensuring we focus on helping each and every pupil achieve their true potential.

The Governing Body will be responsible for:

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

WORKING IN MADRID

Madrid is a bustling, cosmopolitan city that possesses an exhilarating historical background. Nowadays, Madrid offers a metropolitan atmosphere with plenty to show from the past.

The Spanish capital will quickly win you over. People are friendly, the food is fabulous and there is always something going on.

Being part of such a culturally rich city with so many traditions is very appealing. The *madrileños* know how to live the good life. For example, meeting friends after work to have a few laughs over tapas and wine in a busy mercado is a must.

Madrid attracts business and international investors while the cost of living is affordable.



THE ROLE

Throughout this brief you will find out more detail about the role. We are hoping to receive applications from candidates who can associate with the following points. We are looking for an inspirational, energetic and passionate leader who can engage pupils, staff, parents and all other key stakeholders in maintaining and developing TEMS 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.

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 under-achievement.
- 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.

Headteacher **Job description****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.



Headteacher Job description

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

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

The successful candidate will therefore possess the following:

Experience

- Previous Headship/ strong leadership skills demonstrated in a similar role and similar phase school with experience of working in Spain.
- 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 well being.
- 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

- Able to read and communicate in Spanish
- 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 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 Senior Talent Manager, Kamini Chouhan by email, Kamini. [Chouhan@cognita.com](mailto:Kamini.Chouhan@cognita.com) and must be received by 09.00am CET, Friday 25th November 2022.

The shortlisted candidates will be invited to attend first round interviews on 12TH and 13th December 2022

The new Headteacher is expected to take up the post either in April 2023 or September 2023

TEMS



The English Montessori School

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