



COGNITA

How many fish are there?

THE BRITISH SCHOOL OF BARCELONA

Candidate Brief for the appointment
of Head of Early Years and Primary (City Campus)

Discover purpose, create change


Welcome, and thank you for considering us. You're about to embark on a journey that could shape not only your career but the future of education.

At Cognita, we believe in the power of individuals to create a lasting impact. Joining us means being part of a community where your ideas, passion, and drive can truly make a difference.

This candidate pack is your guide to discovering how you can thrive with us.

Inside this pack you'll discover:

- **About Cognita** – learn about what fuels us and keeps us moving forward.
- **Our people promise** – learn about the role you'll play and the impact you'll make with us.
- **School introduction** – learn about the great school you'll join.
- **Role overview** – understand how we see you contributing and explore what's expected of you.
- **Benefits** – discover the rewards of becoming part of Cognita.
- **Application process** – find out what's next and how to apply.


 **We're excited to see how you'll help shape the future at Cognita. Good luck with your application – we can't wait to see what you'll bring.**



About Cognita

A world of schools connected by a single purpose

At Cognita, we don't just provide education – we create environments where students, teachers, and colleagues can truly thrive. As part of our global family, you'll join a unique community that's dedicated to shaping the future of education. Our purpose is simple yet powerful: to empower every individual to **thrive in a rapidly evolving world.**

 Want to understand the thread that connects our schools? See our Quality Framework on the next page.

Building a strong culture for an evolving world

For our extraordinary community to fulfil our purpose, we rely on the strength of our culture. We thrive and our students thrive when we go forward together, progress by facing challenge, anticipate the future, and stay open to new ideas and ways of working.

Our Mindsets

Building a thriving culture isn't accidental – it's the result of intentional choices and actions we take every day. By living through our mindsets, we don't just shape the way we work – we build a culture that empowers us to drive purpose and create change so we can grow, succeed and make a lasting impact.

We go together

We are stronger together, as one global schools system and operate with our collective goals in mind. We show up for one another, collaborate widely and share generously.

We believe we can


We are driven and passionate about what we do. Determined learners, we progress fast by facing challenges and empowering others to do the same. We take ownership of our responsibilities and always believe there is a way.

We stay ahead

We embrace change to stay ahead, whilst maintaining high-standards and best practice. We anticipate the future, not afraid to do things differently so that both our students and our business thrive today and tomorrow.

We share a growth mindset

We always consider the needs and perspectives of others. We are open to new ideas and ways of working, connecting to wider perspectives wherever possible.

 **Want to better understand the role you'll play and the impact you'll make with us? Have a look at the next page.**

Our promise to you

Discover purpose, create change with us

We are a diverse community, united by a shared purpose: to **thrive in a rapidly evolving world.**


We empower every school, teacher, colleague and student to focus on what they do best.

As a dynamic, committed team in 100 schools in 16 countries, we move fast but securely and progress while maintaining high standards. Find diversity, autonomy, and challenge to build a purposeful career with a variety of opportunities both upwards and sideways.

Join a welcoming, supportive network of talented people who are resilient and driven to achieve. Embrace change and innovate thoughtfully, take in fresh perspectives to achieve ambitious goals and create an inclusive, sustainable future in education. Striving for excellence and encouraging one another, make your mark through intentional impact and creating meaningful change for children and our incredible school system.

Your voice matters in our collaborative, open environment. We show up for one another, care about everyone's well-being and value input from our whole school community. Our strength lies in our diverse and expansive collaboration, championing local ownership and creating opportunities through our differences.

Achieve more in a place that thinks ahead, is unafraid to do things differently, and welcomes new ideas. Create change, grow, care, and always find purpose in a place committed to helping you and everyone thrive.

 **Find out what this means for your role on the following pages...**

**Where you'll
make an impact**



Be the catalyst for educational transformation

Step into a transformative leadership role at Cognita, where your vision and drive will shape the future of our schools. Every action you take has a clear purpose: to inspire both staff and students to achieve their fullest potential.

Discover purpose and create change with us:

Thrive in an extraordinary community

In our global community, collaboration and shared goals are central. You'll be part of a passionate network that supports and inspires each other. Together, we achieve more than we ever could alone, sharing generously and collaborating widely.

Create meaningful change every day

Lead with a bold purpose and inspire transformative educational environments. At Cognita, you'll drive initiatives that promote inclusivity and diversity, making a profound difference in the lives of our students and staff. Your leadership will leave a legacy of progress and excellence.

Champion progress in education

We stay ahead by embracing and role-modelling change, pushing the boundaries of what's possible in education. Your forward-thinking approach will set new standards for innovation, ensuring that our schools continue to thrive today and tomorrow.

Learn and develop from new challenges

At Cognita, we embrace challenges with determination and optimism. In your role, you'll continually develop new skills and take ownership of your growth, while empowering others to do the same.



Find out more about The British School of
Barcelona on the next page...



Discover purpose, create change at The British School of Barcelona (BSB)

Welcome to our school

Founded in 1958, originally as the Anglo-American School, The British School of Barcelona (BSB) has a rich history of delivering a truly holistic education. The school has grown from the original site in Castelldefels and now includes:

- BSB Castelldefels (ages 3-18)
- BSB Sitges (ages 2-11)
- BSB City (ages 3-18)

We now educate over 2100 students from 74 countries and we are continuing to grow. It is a dynamic, forward-looking school with a wonderful cultural mix where we look to innovate but also retain high quality care for the individual that has always been a feature of the BSB.

BSB City was opened fully in September 2023 (with the Esperança campus opened in September 2021) and the Head of Primary, supported by a deputy, oversees two sites:

- Esperança (Nursery to Year 1)
- Lucà (Year 2 to year 6). This is also where the Secondary part of the school is.

Our vision

‘Enabling young people to thrive in a rapidly evolving world’

We aim to ensure our students:

- Have a genuinely positive experience;
- Make excellent academic qualities;
- Develop the qualities and attributes they will need to succeed at school and in life.

In order to achieve these aims, we need to ensure a positive culture, high quality teaching and learning, outstanding care for the individual and an excellent range of opportunities outside the classroom. All underpinned by a superb team of motivated staff.

The great advantage of being a large school with multiple sites is that we can share best practice between staff to ensure the best possible experience for the students.

Barcelona

Where you'll be working

Barcelona is a wonderful place to live, combining an amazing city with beach and mountains nearby. The quality of life is excellent with a mild climate and year-round sunshine.

Barcelona's rich history and culture are reflected in its iconic landmarks, such as the Sagrada Família, Park Güell, and the Gothic Quarter, all of which contribute to its unique charm. It is known for its diverse culinary scene, featuring both traditional Catalan dishes and international cuisines. The city's numerous parks, beaches, and green spaces provide ample opportunities for relaxation and recreation. It is also a very liveable city with good healthcare and an efficient public transport system.

For those who want to get out of the city, the Costa Brava's pristine beaches and rugged coastline can be accessed within one hour of the City. Equally the Collserola Natural Park offers numerous trails for hiking, mountain biking, and trail running while, only two hours away, the Pyrenees offers a huge range of options for hiking, skiing and much more.



**What you'll
bring to
our story**

What you'll be doing

Role purpose

The Head of Early Years and Primary is responsible to the Executive Headteacher for all matters relating to the education of Junior School pupils, together with the welfare and professional development of its staff.

The post holder will assist the Executive Principal in leading a school which is entirely compliant and provides a safe learning environment; and providing inspirational leadership which ensures continuing improvement with a focus on delivering Teaching Excellence to accelerate and sustain excellent pupil progress.

Leadership

- Being part of the Senior Leadership Team and contributing to the whole school philosophy and direction. Identifying the specific needs of the City campus and producing an improvement plan.
- Working closely with the Executive Principal and Assistant Executive Principal to ensure implementation of the strategic plan.
- Work closely with the Head of Secondary at BSB City to ensure operational efficiency and a one school ethos.
- Line-managing the Primary Leadership Team in BSB City and chair weekly meetings.

Holistic education

- Ensuring that we fully comply with all Cognita and Spanish safeguarding policies and regulations, leading a 'safe' learning environment for all at BSB.
- Working with the other Heads of Primary to ensure a coherent approach to teaching and learning. Ensuring further embedding of the BSB philosophy of teaching and learning.
- Together with the Executive Headteacher and SLT, embed the Cognita Quality Framework: A3– Attitudes, Adaptability and Agency.
- Ensuring pupils make excellent academic progress in Early Years and Primary at BSB City.
- Leading the approach to student wellbeing in Early Years and Primary at BSB City.

Operational excellence

- Ensuring the smooth day-to-day operational running of Early Years and Primary at BSB City.
- Ensuring effective self-evaluation and quality assurance processes are developed and implemented across the Primary school.
- Working closely with the admissions department to ensure strong admission numbers.
- Working with the Business Manager and Executive Principal to set the budget for Early Years and Primary at BSB City
- To oversee the effective management of all resources to contribute towards an efficient and profitable school.

Role overview > What you'll be doing

Growth

- Working on ensuring high levels of parent satisfaction and retention rates.
- Ensuring excellent communication with parents, students and staff on all issues.
- Create partnerships within the local community to maintain the School's reputation.

People

- Recruit, retain and develop staff as leaders in order to build capacity.
- Promoting a positive culture amongst staff whereby they enjoy work and feel part of a strong and supportive team.
- Be willing to tackle difficult issues
- Overseeing Early Years and Primary staff performance management at BSB City.

Safeguarding and compliance

- Demonstrate a personal commitment to safeguarding, health & safety.
- Ensuring we fully comply with all Cognita and Spanish Safeguarding policies and regulations, leading a 'safe' learning environment for all at BSB

What you'll bring

Person specification

Persona

- A personable individual who has professional gravitas
 - Understand the importance of 'frontline leadership'
 - Embraces and manages diversity
 - Understands why and how to build capacity
 - English Speaker (Essential), Spanish Speaker (Desirable)
-

Skills/attributes/traits

- Strong leadership skills with integrity and a strong moral compass
 - Ability to inspire and motivate whole staff, student and parental body
 - Ability to lead and manage a team in line with wider school development and approaches
 - Strong organisational skills
 - Ability to work and contribute in a team
 - Ability to manage change sensitively and effectively demonstrating influence and persuasion with stakeholders.
 - Initiative, passion, creativity and optimism
 - High commitment to raise the standards of academic achievement of all pupils
 - Clear understanding of effective teaching, learning and assessment techniques
 - An instinctive commitment to the safeguarding of young people, and an up to date knowledge of child protection procedures
-

Experience & knowledge

- Demonstrate outstanding teaching practice
 - Good commercial acumen
 - Knowledge of safeguarding regulations and Independent Schools Standard & Regulations
 - Deep understanding of the curriculum
 - Teaching experience in Primary School and senior leadership experience
 - Quality Assurance practices to utilise the evaluation/action cycle to understand performance and drive the continuous improvement cycle
 - Experience of delivering strong commercial and financial performance (Desirable)
-

Qualifications

- Bachelors Degree with QTS or International equivalent essential
- Further qualifications in education and/or educational leadership desirable

Benefits

The benefits that will help you thrive

Our benefits are more than just perks – they're a reflection of our commitment to your growth, well-being, and success. Whether you're looking to expand your professional horizons or ensure a healthy balance between work and life, we offer a range of benefits designed to support you every step of the way.

What you'll get

Core benefits

- Competitive salary based on level and experience
- Relocation allowance
- Discounted health insurance and other benefits
- 100% fee discount for staff children
- Employee assistance programme
- Gym membership

Great, so what happens next?

How to apply

We're excited to get to know you and learn more about your unique skills and experiences. To help us process your application smoothly, here are a few steps to guide you:

- Please submit a completed Cognita application form, along with a cover letter that highlights how your experience and skills align with the role. The cover letter should be no more than two sides of A4 and can be submitted in the specified languages.
- Feel free to include your CV, but please ensure it accompanies the completed application form.
- Submit your application via our applicant tracking system by following the apply now link on the advert. Be sure to submit it by the stated deadline so we can review your application as soon as possible.

We can't wait to meet you. Best of luck with your application, and we'll be in touch with the next steps soon.

Safeguarding at Cognita

At Cognita Schools, we are fully committed to safeguarding and promoting the welfare of children and young people. We expect all staff, volunteers, and third parties to share this commitment. As part of our safer recruitment practices, pre-employment background checks will be conducted before any appointment is confirmed

Diversity, equity, and inclusion (DE&I)

At Cognita, diversity, equity, and inclusion are at the heart of everything we do. As a global community spanning over 94 nationalities, we know that our strength lies in our diversity. It's what drives our success and makes Cognita a place where everyone can thrive.

We are committed to:

- Attracting, recruiting, and retaining diverse talent
- Embedding DE&I principles into every part of school life
- Fostering inclusive environments where all voices are heard and celebrated

No matter where you come from or what stage of your career journey you're on, you're welcome at Cognita.

Discover purpose, create change

Your journey towards making a real difference starts here and we're excited to see how you'll make your mark.

Contact us at recruitment@cognita.com and begin your journey today.

COGNITA