

# Role Profile Monitor/a

**Location:** The British School of Barcelona

**Function:** School Wrap Around Care

**Reporting To:** BSB Service Manager

# 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 2234 students from 74 nationalities, 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 and Pre-University part of the school is (from Year 7 to Year 13)

## BSB Maresme – Opening September 2026

BSB Maresme will open in Cabrera de Mar as the newest campus of The British School of Barcelona, welcoming children aged 3–9 from September 2026 and expanding to Secondary from 2027. The school is set on a stunning 16,500 m<sup>2</sup> site with sea views, purpose-built to inspire learning and community.

## Our Mission

‘Enabling students to thrive in, and contribute positively to, a rapidly evolving world’

We aim to ensure students at BSB:

- Have a positive experience and really enjoy their learning.
- Make excellent academic progress.
- Develop the skills and personal attributes they need to succeed in life.
- Share a global mindset.

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.

# 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 be doing

## Role purpose

- Understand, promote, and fully implement Safeguarding procedures and policies.
- Report to the coordinator any incidents observed within the facilities or in the school's organisation that may require intervention to ensure student safety.
- Follow established procedures and policies for reporting incidents, including accidents and/or inappropriate social or emotional behaviour.

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## Key Responsibilities

### Duties During Lunchtime

- Ensure that students wash their hands before starting their meal.
- Provide support to all students during lunchtime.
- Remain attentive to any food allergies students may have.
- Encourage and guide students to follow a healthy and balanced diet appropriate to their age and daily activities.
- Monitor each student's progress, noting any issues or improvements in order to inform families.
- Supervise personal hygiene and behaviour before, during, and after meals.
- A valid Food Handling Certificate will be required, as the role may involve handling or serving food to students (the school will be able to provide it).

### Duties During Patio time

- Supervise students during break times, ensuring their safety and promoting positive social interaction.
- Actively monitor playground areas, encouraging inclusive play and promptly addressing any incidents or conflicts.

### Duties supervising the school bus

- Supervise students during boarding, transit, and disembarking, ensuring safe and orderly behaviour at all times.
- Support students as needed and ensure compliance with safeguarding, behaviour, and safety procedures while on the bus.

### Support to the Teaching Team

- Accompany and supervise students across different areas of the school, including transitions and at the end of the school day.
- Promote positive social interaction among students during break times.
- Assist students in case of minor injuries and escort them to the nurse's office if necessary.
- Actively supervise all assigned areas, both indoors and outdoors.
- Comply with the schedules established for each activity.
- Provide support to teachers and educators in delivering specialised assistance to students who require it, including support with hygiene and organisation throughout the school day, during breaks, and on the school bus.

# What you'll be doing

## Key Responsibilities > continued

- Supervise the wraparound care/extended day service, maintaining safeguarding and care standards as outlined above, and ensure proper attendance registration procedures are followed.
- Supervise access points, ensuring compliance with the school's Health & Safety, Safeguarding, and other relevant procedures.

Collaborate with general tasks within the scope of the role, as directed by the line manager.

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## Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct.
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing.
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy.
- To engage in safeguarding training when required.

## Role overview

# What you'll bring

| Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Desirable                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| <b>Skills &amp; Competences</b> <ul style="list-style-type: none"> <li>• Native-level or fluent proficiency in Spanish, with fluency in English. Additional languages will be positively valued.</li> <li>• High level of communication skills.</li> <li>• Ability to work under pressure.</li> <li>• Strong time management and scheduling skills.</li> <li>• Interpersonal skills for resolving conflicts between students.</li> <li>• Ability to demonstrate authority in situations where students do not follow instructions.</li> </ul> |                                                                                                                                     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Qualifications</b> <ul style="list-style-type: none"> <li>• Training as a Leisure and Free Time Instructor desirable.</li> </ul> |
| <b>Experience</b> <ul style="list-style-type: none"> <li>• Previous experience in a similar role working with minors.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                     |

## Key Stakeholders you'll be working with

- **Internal Stakeholders:** Students and BSB Staff members.
- **External Stakeholders:** School community.
- **Direct Report:** BSB Service Manager.
- **Indirect Report:** EYFS & Primary Deputy Headteacher; Secondary Deputy Headteacher.

## To be signed and dated by employee:

Signed:.....

Name (print): .....

Date: .....

# 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.

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### 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.

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### 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.

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### 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.

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### 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.**

# Create an environment where students and colleagues can thrive

Support roles are the backbone of Cognita's schools. Whether you're managing administration, handling finances, or assisting in classrooms, your contributions will directly shape the success of the school and the learning of our students. You'll play a crucial role in ensuring that everything runs smoothly, enabling both students and teachers to focus on what they do best.

## Discover purpose and create change with us:

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### Thrive in an extraordinary community

You'll work closely with diverse teams to ensure the smooth running of daily operations. By collaborating and contributing with your expertise, you'll help foster a community that works better together, while benefiting from being part of a supportive and inclusive team.

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### Create meaningful change every day

In your role, you'll make a tangible difference by ensuring the school functions at its best. Your work will enable teachers to focus on what matters most, student success, while you contribute to the bigger picture of creating a thriving school environment.

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### Champion progress in education

Cognita values innovation and progress, and you'll be part of that journey. By streamlining operations and improving processes, you'll help the school stay at the forefront of educational excellence. You'll have an abundance of opportunities for professional growth, ensuring you continue to develop your skills in a dynamic environment.

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### Learn and develop from new challenges

Every challenge is an opportunity to learn and grow. Whether you're improving administrative systems or helping to support new initiatives, here you'll be encouraged to develop professionally in a community that values continuous improvement and development.



COGNITA