

Role Profile EY and Guardería Monitor/a

Location: The British School of Barcelona Sitges

Function: School Classroom Non-Teaching

Reporting To: Early Years Teacher

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 m² 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

As a monitor at BSB you will be expected to follow the guidelines set out in the Cognita Teaching Toolkit. This includes clear expectations for planning, assessment, relationships, lesson delivery and wider professional duties. You will also be expected to contribute towards helping to deliver the whole school strategic priorities. You will be expected to do anything reasonable required by the Headteacher and Principal.

Key Responsibilities

Pre-Nursery Monitor

- Understand, promote and fully implement Safeguarding policies and procedures, including intimate care, nappy changing/toileting and safe sleeping practices.
- Follow procedures and policies for reporting incidents including accidents and/or managing behaviors positively, appropriate to each child's stage of development.
- Support the EYFS team in maintaining a safe, nurturing and stimulating environment in which children can explore, play and develop through sensory and motor activities.
- Comply with the timetables, staff-child ratios and routines that have been assigned for the Pre-Nursery group.
- Support children's rest and nap times, ensuring safe sleeping practices are followed at all times.
- Monitor the children during snack and lunch times by:
 - Ensuring all children wash their hands before eating.
 - Modelling and encouraging high levels of personal hygiene, supporting children with feeding, spoon-feeding and weaning as needed, and encouraging healthy eating habits.
 - Being aware of any dietary needs and/or medical conditions the children may have.
 - Observing children so that parents can be informed of any anomalies or progress made.
 - Ensure that areas used by the children are left tidy and clean.

General Support

- Provide flexible support to other school activities as required by the coordination team, maintaining the same standards of care and safeguarding across all settings, including:
 - Supervise children during playground/patio time, ensuring safe play and positive behaviour.
 - Support children in the dining hall/comedor during mealtimes, encouraging healthy eating habits and good table manners.

Guardería

- Maintain a safe and stimulating environment, providing opportunities which encourage children's social, physical, intellectual, creative and emotional development through play.
- Plan, prepare and deliver activities which meet the children's individual developmental needs (Nursery-Year 6)
- Ensure that all children return to the care of their teachers at the end of morning guardería.
- Ensure that all children are collected only by a parent/guardian or an authorized person.

What you'll be doing

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
Skills & Competences • Native-level or fluent proficiency in Spanish. • High level of communication skills. • Ability to work under pressure. • Strong time management and scheduling skills. • Interpersonal skills for resolving conflicts between students. • Ability to demonstrate authority in situations where students do not follow instructions.	Skills & Competences • Proficiency in English.
Qualifications • Training as a Leisure and Free Time Monitor.	
Experience • Previous experience in a similar role working with minors.	

Key Stakeholders you'll be working with

- **Internal Stakeholders:** Students, Line Managers and teaching staff.
- **External Stakeholders:** School community.
- **Direct Report:** EY Teacher, EY Headteacher.

To be signed and dated by employee:

Signed:.....

Name (print):

Date:

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:

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.

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.

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.

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.



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