

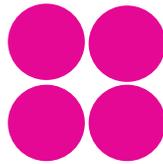
**APPOINTMENT BRIEF
FOR AUGUST 2018**

HEAD OF BRITISH COUNCIL SCHOOL MADRID, SPAIN

www.britishcouncilschool.es

**2,000 STUDENTS
COEDUCATIONAL
2-18 YEARS**

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WELCOME LETTER

DEAR CANDIDATE

The British Council School was established in Madrid in 1940, at a time when Europe was facing the challenge of the rise of fascism. We have always offered a bilingual and bicultural education, underpinned by our objective to develop future citizens with core values of loyalty, flexibility, resilience, caring and challenge.

The school is part of the British Council, the official organisation of the UK that promotes education, the English language and cultural relations worldwide. It is an integral part of our work in Spain and one of our flagship instruments of cultural relations.

The British Council School is one of the most prestigious in Spain and was rated as outstanding in every category in a recent BSO inspection. It achieves excellent results, both in Spanish and UK examination systems, and prepares its graduates to attend universities in Spain, the UK and around the world. Many of our more than 10,000 Alumni students – of both Spanish and other nationalities – have achieved significant professional recognition. The bond between the school and its students lasts a lifetime, thanks to the strong ties that we foster during school life.

We are seeking an outstanding professional to lead the excellent team at the British Council School in the next stage of its development.

Andy Mackay
Country Director, Spain



ABOUT US

The British Council was founded in 1934 to create friendly knowledge and understanding between the people of the UK and the wider world. We call this work cultural relations.

AROUND THE WORLD

We work in more than 100 countries, connecting millions of people with the United Kingdom.

Our work in education and society helps transform national education systems, builds more inclusive and open societies and increases young people's opportunities. We encourage international students to come and study in the UK, and British students to experience life abroad. We bring schools around the world together, so young people and teachers from different countries can learn from each other.

Our work in the arts involves the very best British and international artistic talent. Through this work we ensure that culture in its broadest sense plays a vital role in connecting with and understanding each other.

Our work in English aims to bring high-quality language materials to every learner and teacher who wants them. We offer more than three million UK examinations worldwide, helping people gain access to trusted qualifications to support their career and study prospects.

IN SPAIN

The British Council has been working in Spain since 1940. We are a trusted partner, working with key institutions and figures in education and culture. We have a strong national presence, with major centres in four cities, teaching English to more than fifty thousand students each year and providing opportunities to take UK qualifications to another fifty thousand.

We work as facilitators and enablers for UK and Spanish professionals in the arts and education. We promote mobility of students, academics and artists to develop relationships and paint a diverse picture of contemporary UK.

The school is unique in the British Council network. As well as providing bilingual and bicultural education to almost two thousand young people, it has acted as a catalyst for Spain's commitment to bilingual education. We work closely with the Ministry of Education and local regional educational authorities and teachers around the country in this area.



ABOUT THE SCHOOL

British Council School Madrid, Spain

OUR SCHOOL

Our school in Madrid facilitates cultural relations engagement with key target audiences through a high-quality bilingual and bi-cultural curriculum to a school community of almost two thousand children from 2 to 18 years of age.

We enjoy a widely-perceived reputation as one of the very best schools in the country. We provide a showcase for excellence in the delivery of the English National Curriculum and enhance the profile and reputation of UK education as a whole. We encourage and facilitate students to attend UK higher education.

One of our main objectives is to enable students to demonstrate that they live and breathe the school's values, as well as the qualities required by universities and companies around the world, such as leadership, team work, negotiation skill and entrepreneurship.

There are ambitious plans to open new British Council schools in other countries around the world, based on the Madrid model.

OUR PHILOSOPHY

We recognise that we are different from the traditional 'international school' approach, whose principal target audiences are largely international students rather than host-country nationals, who often remain at the school for relatively short periods of time before moving on to another international school elsewhere.

The nature of engagement through school education is profound and long-reaching. It creates significant influence for the UK of a different order to shorter transactional contact. This applies not only to the children at the school, but to their future selves as alumni, as well as to their parents and families. An understanding and appreciation of the UK – its language, culture, and values – is a core part of the education delivered.

This influence is magnified by our school's ability to reach current, former and future government Ministers and their children, as well as senior leaders and decision-makers across the full spectrum of Spain's educated and professional elite.

Our school also has a broader mission than the education offered directly to our own pupils. The school community has worked closely with colleagues in all our areas of activity across Spain to develop relationships with the Ministry of Education and regional authorities. This has resulted in a significant number of state funded, bilingual schools following a similar approach to ours. The improvement of English language teaching in the national education system is of advantage to the UK as well as to Spain, in terms of building economic capacity and orientation to the UK as a trading partner.

KEY FACTS

- Outstanding in every category in British Schools Overseas inspection 2015
- Unique BiBac Registered programme approved by Spanish Ministry of Education
- Results improving year on year: 94% A*-C and 57% A*/A at GCSE/IGCSE/International GCSE in 2016
- 100% success rate in Spanish University entrance examinations in 2016
- 26000m2 site in Pozuelo de Alarcon, a residential suburb to the west of Madrid since 1990, with a substantial programme of building improvement since 2010 to bring all facilities up to the highest competitive level
- 1950 students enrolled ages 2 - 18
- New feeder site opened in a central Madrid location in September 2016, ages 2 - 5



THE CURRICULUM

British Council School follows the English Early Years Foundation Stage curriculum in Pre-Nursery, Nursery and Reception, followed by the National Curriculum for England from Year 1 to Year 11. This is complemented for everybody by first language Spanish Language and Cultural Studies from Nursery to Year 11 and a rich range of co-curricular clubs and classes. Performance, creativity, sport, foreign languages and music are key components throughout all Years.

In Key Stage 4, the school prepares students for the International General Certificate of Secondary Education. Most students take 10 IGCSE/ International GCSEs, with 8 compulsory subjects and 2 options from a selection of 10.

In Years 12 and 13, students follow the Spanish BiBac curriculum, consisting of the broad Spanish Bachillerato programme in English and Spanish. This allows students to choose their final university destination, be it Spain, UK or USA. Almost all students in BiBac take 8 subjects. These include Maths, Spanish Language, History or Philosophy, and between 2 and 4 foreign languages. Subjects chosen also include a volunteer service programme and a specific academic strand of Science and Technology, Social Sciences and Health Sciences.

The school governing board is composed of Madrid-based senior British Council managers and a British Council education specialist in London. The EU Regional Director and the Strategic Business Unit Director join the Board twice a year for strategic and investment issues.

The school is inspected regularly by the Spain Association of British Schools in Spain (NABSS), and since 2015 by the new British Schools Overseas scheme. The school has a SIP covering various key areas which is also reviewed annually by school leaders and the inspection.

The new Early Years feeder school in Madrid city centre for pupils aged 2 to 5 opened successfully in September 2016.

FAMILY SYSTEM

Our Family Pastoral System consists of vertical pupil communities within each key stage of the school. Our Family System is similar to the “House System” and reflects the school’s caring ethos. It provides a ‘small school in a large school’ environment through which the needs of every individual learner are addressed.

The Family System empowers students of different ages from the same Family to help each other, it helps increase their sense of belonging to the same community, and it fosters solidarity, tolerance and teamwork.



It also allows for a smooth transition from Early Years to Primary to Secondary, and establishes an important bond between students across all ages.

British Council School is the first school in Spain to implement a community system of this sort.

COMMUNITY WORK

Our School is very involved in philanthropic and charitable initiatives. Students are offered the opportunity to participate in various community service projects. In this way, students invest a considerable amount of their time and energy in caring about others. This not only benefits people in need but also contributes to each student's personal development. Examples include:

- BLOOR, the school's own charity, works alongside the AECC (Spanish cancer organization). All students and parents support BLOOR's fundraising activities through fairs, raffles etc, which directly support an annual medical research grant. Since 2003 the School has raised more than 250,000€
- UNICEF - The school frequently collaborates with UNICEF and has been named officially its partner school
- Romania - school pupils in Year 12 can volunteer to take part in an annual visit to support the House of Angels orphanage

- Paso a Paso - students work closely with the Fundación Síndrome de Down de Madrid to set up shared activities - this is one of the best examples of INCLUSION for the school

CO-CURRICULAR ACTIVITIES

The British Council education includes a wide range of co-curricular activities. Music, drama and performance are integral parts of the curriculum from the age of 3. Some examples include:

- Strings in the class – violin for all 4 and 5 year olds
- Choir, choral speaking and pantomime for all Primary children and declamation in Secondary
- Class Band – all 9, 10 and 11 year olds learn a brass or woodwind instrument
- Team building expeditions – for all 8 to 13 year olds in Spain
- World Trekkers – community projects in challenging environments for 17 and 18 year olds across the globe
- Model United Nations – debating programme that takes the winners to Strasbourg and elsewhere
- Duperier Prize – this is awarded to the student who presents the best piece of personal scientific research in a competition for Year 12 students

OUR SUCCESS

OUTSTANDING BRITISH SCHOOL OVERSEAS INSPECTION

The school was inspected in April 2015 by the British School Overseas inspectorate. The inspection awarded the school Outstanding in all criteria:

“

The British Council School provides an outstanding education for all its students.”

“

The school upholds the highest British values of democracy, tolerance and respect for diversity and at the same time ensures that students have a thorough understanding of Spanish culture.”

“

The school is led and managed extremely effectively.”

“

Students' behaviour is excellent.”

“

Standards and achievements are outstanding.”

2016 COMPARISON WITH INDEPENDENT SCHOOLS COUNCIL (UK) RESULTS

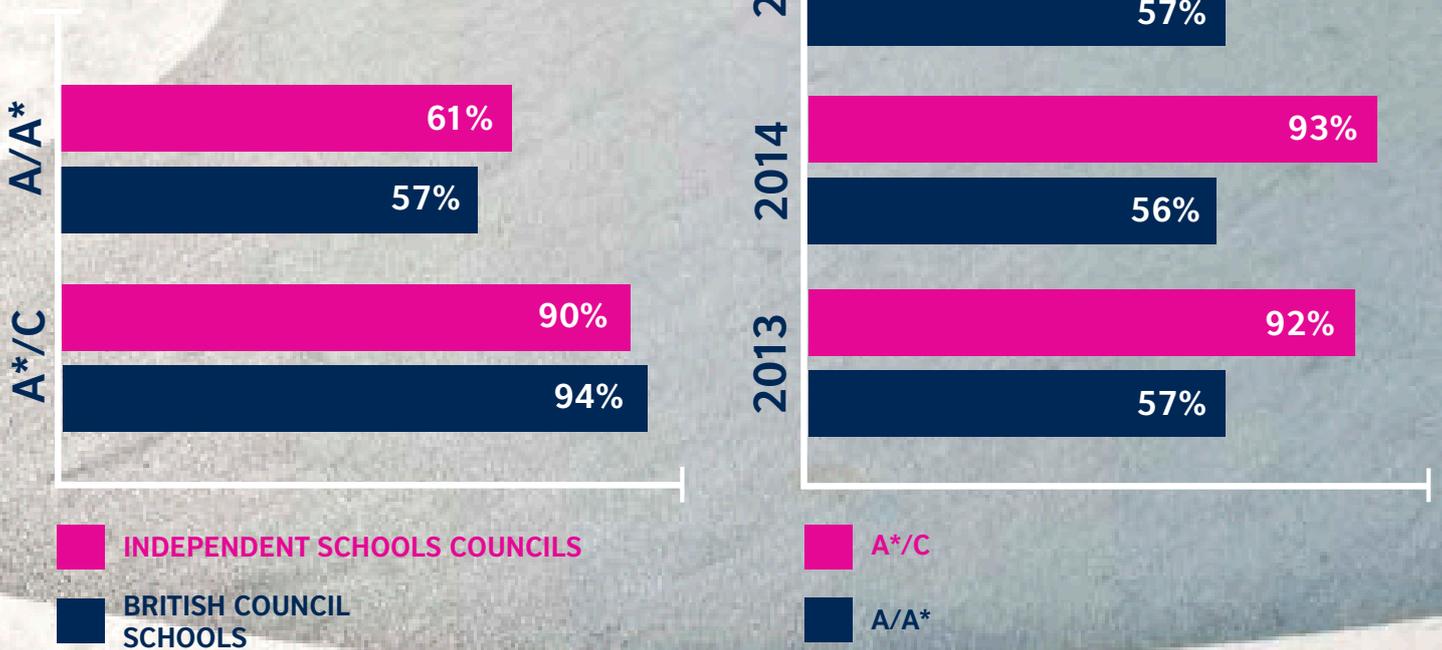
The Independent Schools Council (UK) data collection from 560 schools shows that “90.1% of pupils achieved five or more A* to C grades including Maths and English” and that “the proportion of entries from pupils achieving an A* or A grade was 61% (nationally 21.2%)”. British Council School matches these percentages, with 94% of students achieving A*-C and 57% achieving A*/A in 2016.

Our school had the highest number of exams taken by students in Spain, with a rate of 94% A*/C and 25 students obtaining between 6 to 10 A* (highest rating possible).

Overall, the school's Secondary section carried out more than 1300 IGCSE and International GCSE exams in 2016 alone.



INTERNATIONAL GCSE AND IGCSE RESULTS



SCHOOL GOVERNANCE

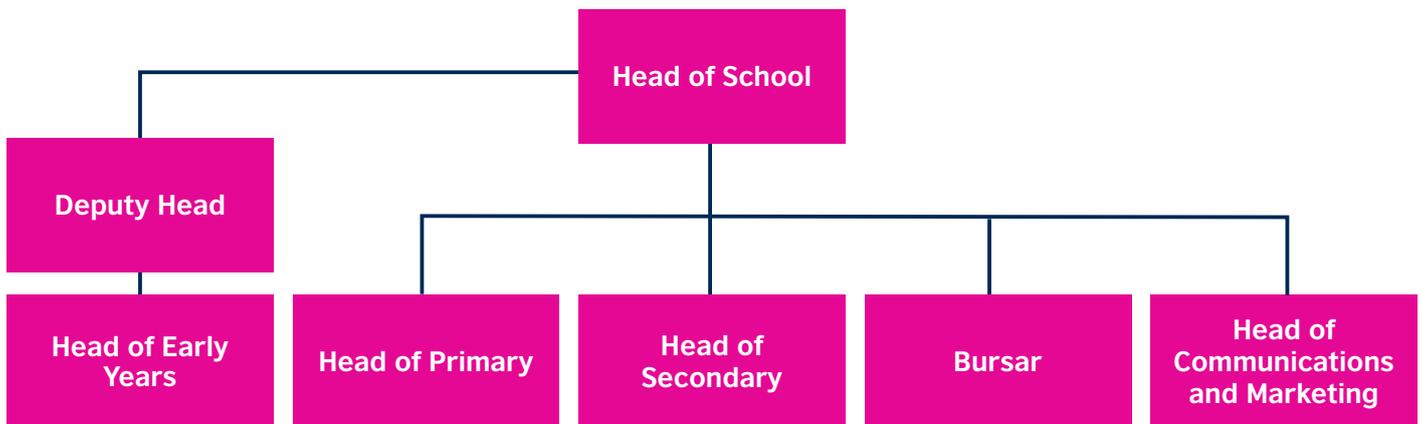
The Head reports to the British Council Director in Spain.

Governance is exercised by:

- the School Board in Madrid, with a primary focus on operational matters
- the London Committee, which determines and agrees longer term strategic priorities and plans.

There is additionally a Parent Consultative Group which meets regularly with the Head.

THE HEAD CHAIRS THE SCHOOL SENIOR LEADERSHIP TEAM:





ROLE DESCRIPTION

ROLE

Head, British Council School

PACKAGE

Competitive package

LOCATION

Spain, Madrid

DURATION

Full Time, 3 year contract, renewable

Purpose of the role

The role of the Head is to provide both academic and administrative leadership to the School. They will need to balance the task of guiding the pedagogical development of the institution with the demands of running a substantial business which is expected to make a surplus for the purposes of future investment. Furthermore, the School is, and should continue to be seen as, a 'beacon' within the British Council network and may in the future be a model for new initiatives.

Strategic leadership

The Head will:

- Act as the School's chief executive officer, providing strategic direction and leadership to the School community (students, parents, staff) in all areas of the School's work
- Lead on the review of the School's vision
- Communicate and implement the mission, strategy, and values of the School, in line with the British Council's corporate, Europe and Spain strategy
- Ensure that clear and effective strategies for risk management, premises and human resources are in place, in accordance with British Council policies and procedures. Support effective collaboration between the school and others in the planned British Council network

They will ensure that:

- The School community identifies with the School's vision and values
- Stakeholders see that the strategy is forward-looking and implemented effectively
- There is close strategic fit between the School's strategic direction, and British Council strategy
- The School meets British Council standards and legal requirements in all areas of its operation, including child protection, EDI, environment and information governance

Educational leadership

The Head will be an experienced and accomplished educationalist. They will have the ability to:

- Lead a wide and varied professional educational team
- Implement learning strategies for each student
- Develop and implement a rich and appropriate curriculum
- Promote varied and high-quality extra-curriculum activities
- Foster positive relationships with pupils and parents
- Develop a strategy for teachers based on personal responsibility and continuous professional development
- Represent the British Council at high-level international conferences

The Head will:

- Work closely with the School board, to develop and extend the School's profile as a world authority in the field of bilingual education, recognised as one of the best schools in Spain and internationally
- Ensure that the curriculum is appropriate for all the pupils, and that each child's education and pastoral needs are met

- Ensure that each division delivers the curriculum effectively, including line-management of the three Heads
- Promote a wide range of extra-curriculum opportunities to pupils, including sport, drama, music and social responsibility
- Ensure that parents are completely integrated into the educational process and identify fully with the School's aims and vision
- Implement the staff strategy, with a strong emphasis on effective communication, personal responsibility and continuous personal and professional development for all staff

They will ensure that:

- The School maintains its leading position among educational authorities and complies fully with curriculum requirements
- The School achieves strong inspection reports and positive evaluation from all stakeholders in all areas of its work
- The School's reputation in Spain and internationally is measured and tracked, and improves year on year



Relationship management

The Head will:

- Represent the British Council at political and senior management level in Spain, the UK and worldwide
- Build and maintain relationships and communications with the School community (students, parents, staff, ex-alumni), with external authorities (such as Ministry of Education or Education Department of the Madrid regional government) and other stakeholders / partners (potential employers, universities, NGO's)
- Ensure that the School is fully represented and integrated appropriately within British Council Spain, acting as a member of the Leadership Team for British Council Spain, setting overall strategy and policy
- Lead liaison and negotiation with staff representatives

They will be respected and trusted in the educational sector and among the community members and School partners. They will ensure that the British Council increases the number of partnerships and strengthens and enriches existing ones. Under their leadership, the School will be regarded as an asset to the British Council.

Business management

The Head will:

- Take responsibility for the School's business plan, updating the plan annually and submitting it to the School Board for approval
- Plan for and achieve stretching financial targets, ensuring close monitoring of performance and the delivery of the annual trading surplus, which will fund significant reinvestment and development plans
- Prepare and implement the School's investment plan, ensuring the delivery of large-scale projects
- Manage business risk proactively, putting mitigation strategies in place where appropriate
- Line-manage the Bursar

They will ensure that:

- The School meets or achieves challenging financial targets
- Financial targets are refreshed regularly to deal with changing circumstances and to ensure the best possible return for reinvestment and development
- Financial reporting is prompt and accurate
- Business risk is managed effectively through the business risk framework. The School's investment plans are innovative and make a real improvement to the pupils' learning experience, and are appreciated by parents
- Investment plans are implemented to high standards, on time and within budget

Resource management

The Head will:

- Ensure that all resources are effectively used and assets are protected
- Ensure that health and safety standards are met



- Manage and develop the School's premises and facilities to the highest standards to deliver the curriculum and financial targets
- Ensure strong management of the School's finance function

They will also ensure that:

- The premises and facilities receive positive feedback from students, inspectors, parents and staff
- Stakeholders perceive that resources are effectively used
- British Council internal standards and Spanish legal standards are met
- The School achieves good audit reports

Other skills and experience

The successful candidate will bring a track record of excellence and sustained, high quality, leadership. They are likely to have a relevant post-graduate qualification and the NPQH would be an advantage.

The Head will ideally be a fluent Spanish speaker.

The appointed candidate will be an accomplished manager and will have mastered the disciplines of market analysis, business strategy, managing risk, resource management, and monitoring and evaluation.



BRITISH
COUNCIL

El Teatro
del Britán



HOW TO APPLY

Recruitment Timetable

Closing date

27 January 2017

Preliminary Interviews

w/c 6 February 2017

Final Interviews

6 - 8 March 2017
(3 days in Madrid)

If you would like to have an informal discussion about this post or the school, please contact Edward Clark on +44(0)1256 862840 or +44 (0)7718 588616 or email at edward@lsceducation.com.

If you are keen to apply for the post please visit the LSC Education website at:

www.lsceducation.com

References

Please include within your application (in your CV) the names, job titles, email addresses and telephone numbers of three referees. These need to include your current and past employers and line managers.

We will need to collect full references before shortlist interviews, but if you have a specific preference that we do not contact one or more of your referees, please notify us of this. Please rest assured that no referees will be contacted until LSC Education has received your specific consent to do so.

Qualifications, Identification, Health and Background Checks

Please note that you may be required to bring documentation to interview providing proof of your identity and qualifications. You may also be required, within the final appointment process, to undergo a health check and relevant background checks, as part of the school's recruitment and safeguarding procedures.

LSC Education

LSC Education supports schools and education organisations, globally, to attract and recruit outstanding leaders. Our search and selection service includes complete creation and management of the recruitment process and we aim to provide an excellent service to our clients and candidates.

For further information about LSC Education, please visit our website at:

www.lsceducation.com

