



THE ENGLISH  
MONTESSORI  
SCHOOL



# CANDIDATE BRIEF

Head of Secondary

**COGNITA**

An inspiring world of education

## WELCOME

The English Montessori School, Madrid, with over 750 students 2–18 years old, is recognised as one of the top 20 schools in Spain through the prestigious El Mundo ranking. We celebrated our 50<sup>th</sup> Anniversary last year, and are moving to a brand new state-of-the-art building for Primary and Secondary in September 2025.

At the English Montessori School, we blend British Education with Montessori values for a holistic approach to nurture each child's growth. Starting from Early Years, students start with the enriching Montessori environment, fostering independence and curiosity. As they transition into the British Curriculum taught by native teachers, alongside a strong Spanish Curriculum, we ensure rigour in their academic journey. They maintain Montessori principles throughout their school time in the Explore lessons. With emotional education, multilingual proficiency, and environmental stewardship, we empower our students to be successful at school, university and the world of work. We envision our graduates as young leaders, creators, and problem solvers, equipped to thrive in today's world.

In Secondary, we offer the British Curriculum from Year 7 to 11. In Year 12 and 13 we offer the A-level route, and the Spanish Bachillerato route.

All our students benefit from one short Montessori Explore lesson per day, and an Explore Enrichment afternoon on Wednesdays. These Montessori lessons complement our British Curriculum perfectly, without losing any of its academic rigor. We offer a well-rounded curriculum where students foster:

- Lifelong love of self-development and exploration ready to access excellent universities and jobs.
- Positive mental health and wellbeing skills
- Mastery of English, Spanish and French and understanding of the importance of cultural diversity and identity in the 21st Century
- Young adults who understand their place in the natural world and the importance of human respect for the environment.
- Skills and awareness to live confidently and happily.

Most teachers who come to Madrid choose to stay as it offers a superb quality of life with wonderful weather, culture, sport, food and people (something for everyone!). You can even find skiing during the winter only one hour north. It is a great base from which to explore Spain and Europe and the cost of living is lower than the UK. There is 100% fee remission available for staff children.



## OUR VISION

We envision a world where our students emerge as compassionate, self-assured, and empowered individuals.

### How we bring our vision to life:



We are committed to fostering a passion for learning that goes beyond traditional boundaries.



Cultivate a caring community where respect for one another and the environment is palpable.



Deliver a trilingual education that enhances oral debate, and conversation skills, enabling a deep understanding of diversity.

**OUR VALUES**



**Caring**



**Confident**



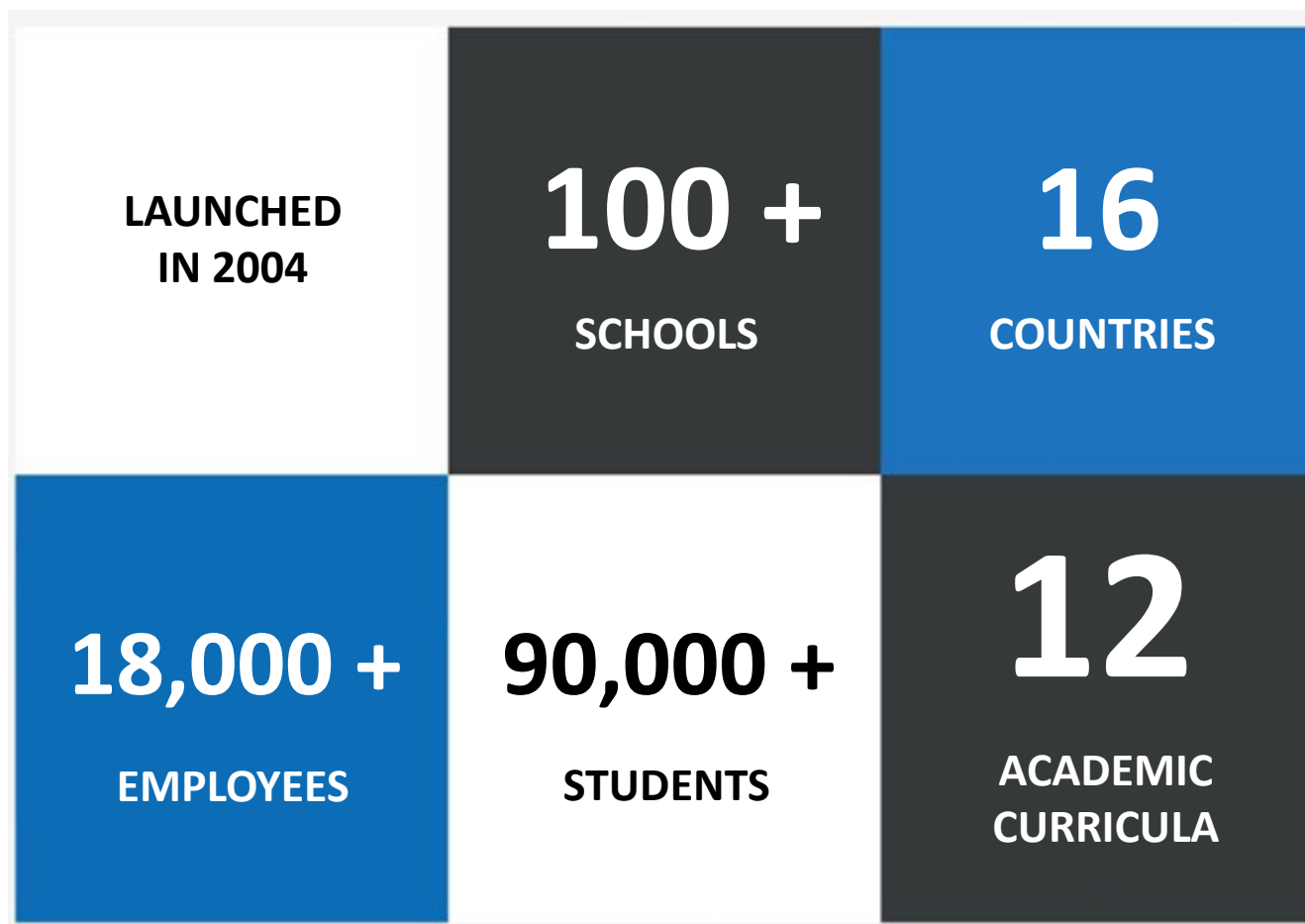
**Independent**





## WORKING FOR COGNITA

Since 2018 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 102 schools, UK head office and regional offices in Europe, Latin America and Asia. 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](http://www.cognita.com)

## THE ROLE

We are seeking a candidate who will provide highly effective leadership of our Secondary School. The Head of Secondary reports immediately to the Headteacher and directly manages the Heads of Faculty and other key secondary posts in the school. The Head of Secondary is responsible for ensuring that the curriculum, teaching and assessment practices inspire high levels of engagement, achievement and progress in order that all students from Year 7 – Year 13 achieve their full potential.

The successful applicant will be an inspirational leader who will be an integral member of the school's Senior Leadership Team, fully involved in the SLT decision-making process. The challenging demands of leading high-quality education in an international school such as ours requires flexibility, adaptability and enthusiasm from the post holder.

### KEY ACCOUNTABILITIES:

#### Leadership

- ✓ A key member of the Senior Leadership Team, along with the Headteacher, the Deputy Headteacher ( Head of Infants), Business Manager and Head of Primary, contributing to the whole school philosophy and direction.
- ✓ Work closely with the Headteacher to ensure implementation of the strategic plan.
- ✓ Oversee Secondary staff performance management.
- ✓ Promote a positive culture amongst staff whereby they enjoy work and feel part of a strong and supportive team.
- ✓ Ensure most issues related to Secondary students, staff and parents are resolved positively (the most serious may be dealt with by the Headteacher).
- ✓ Lead the NABSS inspection preparation for Secondary.

#### Holistic Education

- ✓ Ensure a strong focus on our school Caring, Confident and Independent school values.
- ✓ Oversee teaching and learning to make sure standards are consistently high. Work to implement an approach to teaching that focuses on both excellent academic progress and the development of qualities and attributes vital to life beyond education.
- ✓ Ensure a rigorous focus on pupil achievement using data and assessment tools to monitor progress and challenge underachievement.
- ✓ Ensure that important aspects of education beyond the classroom, extracurricular opportunities, assemblies, trips etc, are of a high quality and that new opportunities are sought to improve this provision.

#### Operational Excellence

- ✓ Manage a delegated budget and oversee departmental spending
- ✓ Ensure whole school policies and processes are implemented in Secondary School
- ✓ Support the Headteacher to recruit, retain and develop staff

## PERSON SPECIFICATION

We are looking for an inspirational, energetic and emotionally intelligent leader who can engage pupils, staff, parents and all other key stakeholders in order to contribute to the ongoing development of The English Montessori School. We seek a leader who is passionate about learning and teaching; a professional who is truly excited to work in one of the best international schools in Spain.

QUALIFICATIONS	<ul style="list-style-type: none"> <li>▪ Degree and UK-approved PGCE or international equivalent</li> <li>▪ QTS with relevant teaching experience</li> <li>▪ Ability to communicate in Spanish would be an advantage but is not essential</li> </ul>
EXPERIENCE, KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> <li>▪ Previous pastoral and academic leadership experience</li> <li>▪ A proven track record of raising academic standards and leading sustained successful school improvement</li> <li>▪ A full understanding of the importance of safeguarding student welfare within an educational environment</li> <li>▪ Up-to-date knowledge of current developments in pedagogy</li> <li>▪ Excellent written and oral communication skills</li> <li>▪ Ability to coach and inspire</li> </ul>
PERSONAL QUALITIES	<ul style="list-style-type: none"> <li>▪ A strong work ethic</li> <li>▪ High moral and ethical values</li> <li>▪ Able to work independently and collaboratively</li> <li>▪ Creative when approaching challenges - offering solutions rather than obstacles</li> <li>▪ A sense of humour</li> </ul>



## HOW TO APPLY

Candidates should upload the completed Cognita application form onto the TES Portal including the contact details of 3 referees and a concise cover letter. One of the references has to be the current Headteacher. Alternatively, the application and letter can be sent by email to [recruitment@tems.es](mailto:recruitment@tems.es).

The closing date is 27th March but early applications are encouraged. We reserve the right to appoint prior to this deadline. Further details will be sent to short-listed candidates only. Interviews will be held in the week beginning the 8th April.



- ✓ **Safeguarding** Cognita schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed.
- ✓ **Diversity** Cognita's success depends on our people. With 70+ schools in eight countries and our employees representing over 30 nationalities, the scope of our difference is a source of pride. We believe this diversity positively promotes global citizenship and reflects the value of contribution irrespective of one's personal characteristics and/or background.
- ✓ **Equal opportunities** Cognita is committed to preserving and promoting equality of opportunity in all aspects of the conduct of its business. No member of staff or any applicant for employment with Cognita will be discriminated against, harassed or victimised because of their personal characteristics. Cognita expects all staff to comply with the letter and the spirit of its policy.
- ✓ **Wellbeing** Cognita is fully committed to the protection and enhancement of the wellbeing of all sections of our community. There is a Group and school-based programme for the promotion of mental health; of management of stress and workload; and for physical health and wellbeing.





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# TEMS

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