



DE EDUCACIÓN, CULTURA

Y DEPORTE SUBSECRETARÍA

MINISTERIO

MINISTERIO DE EDUCACIÓN Y FORMACIÓN PROFESIONAL



EMBAJADA  
DE ESPAÑA

CONSEJERÍA DE EDUCACIÓN  
EN EL REINO UNIDO E IRLANDA

# Cañada Blanch Spanish School

Founded 1972



## Safe Recruitment, Appraisal, Capability of Staff, Staff Discipline & Grievance Policy

01/12/2020

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## **Appointing staff**

### **Introduction**

The Spanish Embassy Education Office and the Spanish School Vicente Cañada Blanch belong to the Spanish Ministry of Education and Vocational Training in its action abroad. It is the role of the Spanish Embassy Education Office to act on behalf of the Spanish Ministry of Education and Vocational Training in recruitment processes. It is the Spanish Ministry of Education and Vocational Training who issues the contracts of teachers and administrative personnel in the Spanish School. In the Spanish School, apart from the administrative staff, there are different types of teachers:

- Permanent civil servant teacher posts (6 years)
- Temporary civil servant teacher posts
- Permanent local teacher posts

### **Teacher academic and pedagogical requirements**

Teachers must hold a university academic certification accrediting qualifications to teach the subject and/or level (Early Years Foundation Stage -EYFS-, Primary or Secondary and Baccalaureate) they would like to teach.

Candidates for teaching positions in Prep and Primary Education must have an official university degree accrediting they have studied Early Years or Primary Education, and having, that way, the equivalence of the QTS. Candidates for teaching positions in Secondary Education must have an official university Master accrediting pedagogical and teaching training that enables them to teach in Secondary Education and BAC (Baccalaureate) (equivalent to QTS), apart from a university degree on the subjects they teach.

All teachers must have attended CPD courses on their subjects and their pedagogy when entering the post. Once they start working for the school, they are provided with safeguarding, child protection and health and safety CPD training, according to British legislation. They are informed of the policies, protocols and the mandatory duties to report cases of female genital mutilation (FGM) or radicalization, for example.

In case a breach of duty is detected, disciplinary procedures through the Spanish Inspectorate will be considered.

## **Safer Recruitment**

### **Teacher appointment**

The Spanish Embassy Education Office and the Spanish School Vicente Cañada Blanch in London have no competence to resolve any selective procedure about the recruitment of teacher or administrative staff. Both institutions are only representatives in the selection processes on behalf of the Spanish Ministry of Education and Vocational Training. All recruitment processes are carried out in accordance to Spanish regulations. However, in Spanish regulations there are safeguarding recruitment guarantees and procedures on different aspects.

- Before signing the contract, all applicants must hand in a certificate of no previous convictions, for an offence against sexual freedom and indemnity which includes sexual abuse and attack, sexual harassment, sexual exhibitionism and provocation, sexual prostitution and exploitation, grooming and human trafficking, emitted by the Central Sexual Crimes Register emitted by the Spanish Police.
- There is a Single Central Record (SCR) of recruitment at the Spanish Embassy Education Office where teacher and administrative staff records are kept on behalf of the Spanish Ministry of Education.

- Apart from the certificate issued by the Spanish authorities, any staff is DBS and Barred Listed checked. Everybody who works in a permanent or temporary post must have the DBS certificate.
- All staff is informed about school safeguarding policies and receives safeguarding training. A record of the certificates of different safeguarding courses are kept in the Spanish School.
- The school checks that any agency worker or contractor working at the school is the same person for whom the agency has provided checks.
- All selection procedures must respect the principles of equality among candidates with a score system on merits and capability to fulfil the post and any call should have ample publicity so any candidate from any background have the possibility to present their application for the post.
- From school year 2021/2022, applicants who are not UK citizens must be in possession of the necessary visa, permit or authorization to live and work in the United Kingdom on the start date of the provision of services.
- The selection committees will safeguard the strict compliance with the principle of nationality, sex and gender equality.
- The members of the selection committee shall abstain from intervening in the following cases.
  - Having a personal interest in any matter being dealt with or being in a legal dispute with any of the applicants.
  - Being related by consanguinity in the fourth degree or by affinity in the second degree, as defined by Spanish law, with any of the applicants, with administrators of related entities or societies, and also with the advisers, legal representatives or any other people taking part in the process, or sharing professional office or being associated with these last ones to carry our advising tasks or representations.
  - Having a relationship of close friendship or manifest enmity with any or the applicants.
  - Having been involved as a technical or witness in this type of procedures.

- Having been related as a natural or juridical person with direct interest or having coached applicants for this selection process in the last two years.
- All applicants before entering the post must write an affidavit stating that they have been subject to disciplinary sanction or disqualified to work in any government or constitutional or statutory bodies of the government or to be disqualified for public office jobs by court order in Spain.

Annexes I, II and III present examples of recruitment processes and calls.

### **Headteacher and Senior Leadership Team (SLT) appointment**

The SLT in the schools owned by the Spanish State and located abroad will be formed by the following members: Headteacher, Head of Studies and Bursar. In addition, there may be a Deputy Headteacher and as many others as the Spanish Ministry of Education decides.

The SLT will be unique to the school as a whole and there will be at least one Primary Head of Studies and one Secondary Head of Studies.

### **Headteacher appointment**

The Headteacher is the representative of the Education Administration and is assigned the general competences conferred upon the Headteachers of state schools run by the Ministry of Education and Vocational Training in Spain. The Headteacher will be freely chosen by the Ministry of Education and Vocational Training among civil servant teachers in the school.

The appointment of the Headteacher shall take effect from the 1st of August. In May, the Head of the Education Office will notify the school, if appropriate, of the need to start the process for the recruitment of Headteacher, opening a period of 15 days for the submission of applications.

The interested teachers will submit their candidacy in writing, they will include their professional experience and, where appropriate, that of the members of the proposed SLT.

In addition, they will include their programme, which will cover short, medium and long-term objectives for the school, a brief analysis of the organization and the performance they propose for the school and the improvement plans. After reviewing the nominations submitted and after hearing the teacher staff body and the parents, the Head of the Education Office will hand over to the Spanish Ministry of Education and Vocational Training the proposal for the appointment of the Headteacher and the other members of the SLT proposed by the headteacher before June 15<sup>th</sup>. The Spanish Ministry of Education and Vocational Training will ask for a report to the Spanish Education Inspectorate before deciding on the final appointment.

In the event of no candidacy, the Head of the Education Office at the Embassy will make a proposal for the appointment of a Headteacher to the Spanish Ministry of Education and Vocational Training before May 31<sup>st</sup>. For that purpose, a civil servant teacher from Instituto Español Vicente Cañada Blanch will be elected. The Spanish Ministry will ask for a report to the Spanish Education Inspectorate and, after hearing the Spanish Ministry of Foreign Affairs, a headteacher will be appointed. The headteacher will propose the appointment of the rest of the SLT members.

The requirements to submit the candidacy for the SLT of the school are:

- To have been at least five years in the body as a civil servant teacher.
- To have taught directly in the classroom as a civil servant teacher for five years in a state school in Spain.
- To be teaching in the school where the civil servant teacher is opting to form part of the SLT.

In case that no candidates apply for the position of Headteacher, only the first requirement needs to be met.

The appointment as a Headteacher may be extended for his/her entire period abroad (maximum 6 years) and must cease, in any case, at the end of that period. He/she may resign after submitting a report on the causes. This resignation must be accepted by the Head of the Education Office.

The Headteacher may also be freely dismissed by the Ministry of Education and Vocational Training. The Head of the Education Office can cease the Headteacher, considering that there are reasons for this and after hearing the teacher staff body and the Headteacher. This dismissal proposal will be forwarded to the Ministry.

In case there is no Headteacher appointed, his/her competences and those of the other members of the SLT shall be performed by the Ministry of Education and Vocational Training directly.

### **Senior Leadership Team (SLT)**

All the members will work in a coordinated manner in the performance of their duties and will effectively and efficiently facilitate the objectives of the Spanish Education action abroad.

The school Headteacher will propose to the Ministry through the Spanish Embassy Education Office, the appointment of the other members of the SLT among the civil servant teachers in the school. If this is not possible, the Ministry will freely appoint them among civil servant teachers of the school.

All the members of the SLT will cease their duties when their period abroad ends (maximum 6 years), at the end of the Headteacher's term of office, or when a dismissal occurs.

Likewise, any of the members of the SLT appointed by the Headteacher may be dismissed, at his/her proposal, by an explanation letter addressed to the Head of the Education Office who, after hearing those affected, will send it to the Ministry.

The SLT positions in the schools abroad will have the career recognition issued by Spanish legislation for state schools in Spain. When the appointment of more than one Head of Studies has been authorised in a school, one of them shall have the responsibility and competence for coordinating the others.

The Head of Studies will be appointed from a member of the teacher team and this position will correspond to their specific educational level. Each Head of Studies will adapt their functions to the different levels and stages: Early years and Primary (Primary Head of Studies) and Secondary and Baccalaureate (Secondary Head of Studies).



In the schools where, due to their complexity and need for cultural projection activities extended throughout the academic year and these are quite significant, both for the educational community and for the projection of the Spanish Language and Culture, the Ministry of Education and Vocational Training may authorize the appointment of a Deputy Headteacher, upon the duly justified proposal of the Head of the Education Office.

The Deputy Headteacher, on behalf of the Headteacher, under his/her authority and within his/her competence, shall have the functions that the Headteacher entrusted to him/her. Likewise, he/she will be responsible for organising and promoting all the activities for the projection of the Spanish Language and Culture, with the collaboration of all the members of the teacher staff, and will also have the functions that are generally attributed to the Head of the Department of Complementary and Extracurricular Activities in the state schools of the Ministry of Education and Vocational Training in Spain.

In case of absence or illness, the Headteacher will be replaced by the Deputy Headteacher or, if not, by the Head of Studies. Between the Primary Head of Studies and the Secondary Head of Studies, the substitution shall correspond to the Head of Studies with more years of service in the school or the one with a longer professional career as a teacher civil servant.

### **Appraisal and capability procedures. Staff discipline, conduct and grievance**

Appraisal in this school will be a supportive and developmental process designed to ensure that all teachers fully develop their skills and have access to the support they need to carry out their role effectively. It will help to ensure that teachers are able to continue to improve their professional practice and to develop as teachers. The capability process applies only to teachers and headteachers where there is serious underperformance which the appraisal process has been unable to address.

Teacher and SLT appraisals are carried out against the standards and performances stating in the Spanish Education Law. An annual appraisal is carried out by the Spanish Inspectorate who visits the school during the autumn and the spring terms. The school is

inspected annually, and specific teacher appraisals are carried out biannually by the Spanish Inspectorate.

### **Teacher appraisal**

Teachers must write a report on their performance and reached goals against the objectives and standards of the Spanish Education Law to be presented and discussed when the interview with the inspector takes place. Class observations and behaviour are also assessed by the Spanish Inspectorate who may give recommendations to improve performances and praxis. Concerning the SLT, not only teaching practices and standards are revised but management of staff, premises and budget, staff and students' welfare and security and students' attainments. The Spanish Inspectorate writes a final report on each of the teachers and members of the SLT and it is presented and discussed with the Head of the Education Office.

In case a teacher or a member of the SLT has not been carrying out their responsibilities, some recommendations are given by the Inspectorate to amend their performance in a convenient period which the Inspectorate and the Head of office decide. After that period a new assessment is carried out and a new report written down.

### **Teacher capability**

In case that teacher or a member of the SLT does not reach the required standards, an "extraordinary assessment process" is carried out by the Spanish Inspectorate consisting in interviews, class observations, inquiries to SLT, students and parents. If there is still serious underperformance, a third official report will be written and that teacher or member of the SLT will face dismissal. This final assessment will be filed in their record within the SCR at the Spanish Embassy Education Office.

Before the final decision and during the whole process the teacher or SLT member can consult, discuss, ask and give relevant information to the Inspectorate in order to justify their performance and the reached or non-reached standards. After the final report, if the teacher or SLT member does not agree with the final decision taken by the Inspectorate

and the Education Office, she/he can take legal actions against the Inspectorate and the Education Administration.

### **Confidentiality**

The appraisal and capability processes will be treated with confidentiality. However, the desire for confidentiality does not override the need for the headteacher, the Inspectorate or the Spanish Education Office to quality-assure the operation and effectiveness of the appraisal system.

### **Consistency of Treatment and Fairness**

The Inspectorate and the Education Office are committed to ensuring consistency of treatment and fairness. It will abide by all relevant equality legislation, including the duty to make reasonable adjustments for disabled teachers. All of them are aware of the guidance on the Equality Act issued by the Spanish Ministry of Education and Vocational Training and the Department for Education.

### **Grievances**

When a member of staff raises a grievance during the capability assessment procedure, he/she may temporarily be suspended in order to deal with the grievance. Where the grievance and capability cases are related it may be appropriate to deal with both issues concurrently.

This policy must be reviewed annually. December 2020

The Spanish Embassy Education Office.

## Annex I

### Permanent civil servant teacher posts

#### Spanish Official Bulletin, 21 November 2018

According to the established legislation and to be able to provide the specified vacancies in Annex I, this Undersecretary has decided to call this public tender of merits, that will meet the following conditions:

First. Requirements:

Teaching Civil Servants can apply for these positions, if they follow these requirements:

A) General requirements for participation.

1. Having been a teaching civil servant for a minimum of three years actively working in the respective teaching position.
2. Being active and in service in the body of the position applied for and being the holder of the required specialties for these positions.
3. Having served during three complete academic years in Spain as a civil servant in the body of participation.

B). Specific requirement

To have the level of the language or one of the languages that each position requires

Second. *Deadline and way for submitting applications and documentation.*

1. Application deadline

Deadline to submit applications is 15 working days, starting from 22<sup>nd</sup> November 2018

2. Submitting applications

1. Application procedure: Applications will be only accepted online, through the Ministry of Education and Vocational Training Webpage [www.educationyfp.gob.es](http://www.educationyfp.gob.es)

2.3 Supporting Documents

Documents to be submitted;

- a) proof of being active (in-service sheet)
- b) certificate issued by the competent bodies of the Education Administration the candidate belongs to. It should specify the teaching body where the candidate is in active service, starting date and the specialty or specialties they have.

2) Accreditation of the B1 level in any Language according to the B1 Level of the Common European Framework of Reference for Languages.

4) Applications for specific positions where candidates cannot accredit the required language will not be accepted.

2.4 Submission of applications and documentation: Applications and supporting documents should be sent to the Undersecretary of the Department – Directorate General for Personnel, Teaching Area, Calle Alcalá 36, 1<sup>st</sup> floor, 28014 Madrid and can also be sent to:

a) General Registry of the Ministry of Education and Vocational Training, Los Madrazo, 15-17, Madrid 28071

b) In any of the ways and offices shown in Article 16.4 of the Law 39/2015, 1 October, of the General Administrative Procedure of the Public Administrations.

*Third. Bodies of selection and assessment*

1. To carry out a check and assessment of the merits in the different phases of the competition and for the selection of the candidates an Assessment Committee will be constituted in demand of the number of candidates.

2. The Assessment Committee will consist of a chair and five spokespersons, appointed by the Department Undersecretary and it will be constituted as follows:

- Chairperson: The Inspector Undersecretary General or the person to whom he/she delegates.

-Spokespersons:

- Personnel General Undersecretary or the person to whom he/she delegates

- Deputy General Manager of the Personnel General Deputy Director or the person to whom he/she delegates

- Deputy Director General of International Cooperation and Educational Foreign Promotion or the person to whom he/she delegates

- Vocal advisor of the General Deputy Director of International Cooperation and Educational Foreign Promotion or the person to whom he/she delegates

- Deputy General Manager of the General Inspection Undersecretary

The Secretary will be a civil servant appointed by the Department Undersecretary

Members of this Selection Committee will be published in the Webpage of this Ministry: [www.educacionyfp.gob.es](http://www.educacionyfp.gob.es), Contents-Teachers-non university Teachers-Teaching personnel-call, that will give access to this competition of merits.

The Selection Committee will:

- establish the criteria for assessment of the different tests in the procedure.

- homogenise the criteria for the performance of the Assessment Committees and their coordination.

- assess the merits in 1, 2.1 and 4 of the scale of merits included in Annex II of this tender, that can be delegated in the personnel units of the Deputy General Manager of the Department Undersecretary.

- prepare the proposal of the applicants who have passed the general phase and take it to the convening body.

- determine the contents of the tests in the specific phase.

- prepare the proposal for the selection of the candidates and their secondments in their work positions and take it to the convening body.

3. Assessment Committees: each of the Assessment Committee will be led by an Inspector General of the Ministry of Education and Vocational Training, appointed by the Department Undersecretary. It will consist

of three spokespersons, civil servants currently in service of the teaching bodies. Members of the Assessment Committees will also be appointed by the Department Undersecretary.

Names of the members of these Assessment Committees will be published in the Webpage of this Ministry mentioned above.

#### Fifth. Selection Procedure

Procedure for the selection of candidates to cover the positions will follow:

- a) General phase

Merits will be checked and assessed provided the candidate has presented and justified them.

- b) Specific phase

Specific merits appropriate to the summoned positions will be considered in this phase. For that purpose, professional suitability of the candidate related to the characteristics required for the teaching activity abroad will be assessed.

#### Sixth. *Proposal of Resolution*

The proposal for the resolution of the call would fall on the candidate with higher score for each position, once the results of the general phase and the specific phase are added.

The Undersecretary, once verified that all the procedures and requirements established in the call have been met, will issue the resolution that decides this call of merits, and it will be published in the BOE (Official Gazette).

## Annex II

### Temporary civil servant teacher posts

#### Temporary Teaching position call

The Spanish Education Office in the United Kingdom and Ireland has decided to create lists of candidates for the bodies and specialties of this call, within the indicated deadlines and form, in order to cover interim vacancies, both full time and substitutions for Primary and Secondary school teachers in the Spanish Institute Vicente Canada Blanch in London and in programmes of the Spanish Education Action in the United Kingdom and Ireland, such as the Spanish Section in Liverpool, London ALCE (Language and Culture Groups in London) and the ones in Dublin for the Academic year 2019/2020 according to the following requirements:

#### **First. Candidates Lists**

1. The candidates lists to cover the interim teaching positions at the Spanish Institute Vicente Canada Blanch in London and in the programmes of the Spanish Education Action in the United Kingdom and Ireland, such as the Spanish Section in Liverpool and the Spanish Language and Culture Groups in London and in Dublin will be created according to the present call specifications.
2. Positions meant to be covered by interim public officers will be offered to the candidates included in the lists of each body and specialty of the Education Office in the United Kingdom and Ireland.
3. A list of candidates for each body and specialty will be created to cover the different positions. It will be sorted according to the obtained scores after the application of the scale of merits in Annex I of this call. These lists will be comprised of those applicants who, meeting the general and specific requirements established in the second point of this call, request to be included in them. They will have to complete the application, within the deadlines and in the way required, as established in the following sections.
4. According to what is established in Article 2.1) Order EDU/1481/2009, 4 June, a merit-based competition is called for the creation of the applicants lists to cover interim positions for the bodies and specialties included in Annex III of this call.

#### **Second. Applicants requirements**

1. Applicants to cover interim positions in the Spanish Institute Vicente Canada Blanch in London and in programmes of the Spanish Education Action in the United Kingdom and Ireland, such as the Spanish Section in Liverpool and the Spanish Language and Culture Groups in London and Dublin must follow the same general and specific requirements required to participate in the selection process to enter the specific teaching body, established in Articles 12 and 13 of the Royal Decree 276/2007, of 23 February (BOE 2<sup>nd</sup> March – State Official Gazette)
2. Applicants should meet the following requirements:
  - a) To be Spanish or member of any of the member States of the European Union

The spouse of the Spanish national and nationals of other member States of the European Union provided they are not lawfully separated can also apply. Also, with the same conditions, offspring younger or older than 21 years old and living with their parents can apply.

Similarly, people included in the scope of application of International Treaties and confirmed by Spain in which the free movement of workers may apply, can also participate in the selection process.

- b) To be eighteen years old and have not been reached the established age for retirement
  - c) Not suffer from an illness or be affected by a physical or psychological limitation incompatible with the teaching job.
  - d) Not having been withdrawn by disciplinary procedure from service of any of the Public Administration offices, nor being disqualified for the exercise of public functions.
  - e) Not having been convicted of a final sentence for any crime against freedom and sexual indemnity
  - f) Not being a career civil servant with a training contract or waiting for the appointment as a career officer of the same body to which you submit your application.
  - g) Not being affected by incompatibility
  - h) To have a teaching experience of at least 12 months in public and/or private centres in the same body that you are opting in your application.
  - i) To hold academic certification accrediting qualifications to teach that specialty
  - j) Candidates applying for interim teaching positions in Secondary Education must have an official university Master accrediting pedagogical and teaching training that enable them to teach in Secondary Education and BAC (Baccalaureate)
  - k) To have your residence accredited, in the country where you are going to work, United Kingdom or Ireland, at the time you are appointed as an interim civil servant.
  - l) Applicants whose nationality is not Spanish, or from a Spanish speaking country, must prove their knowledge of Spanish.
  - m) Not having had, in the immediately preceding three years, an unfavourable evaluation in your professional activity as a teaching official abroad.
  - n) To accredit a knowledge of English level B2 or above (C1 or C2) of the Common European Framework of Reference for Languages.
3. All candidates should meet requirements on the date of submission of their applications and be eligible, if applicable, until they are appointed as interim officers.

### **Third. Applications**

1. All candidates will submit their applications online via the Ministry of Education and Vocational Training Webpage <https://sede.educacion.gob.es>
2. Information about this call is available in the Webpage of the Spanish Education Office in the United Kingdom and Ireland: [www.educacionyfp.gob.es/reinounido](http://www.educacionyfp.gob.es/reinounido)

### **Fourth. Deadlines for submission of applications**

1. Deadline for the submission of completed applications is from 25<sup>th</sup> February at 8:00am to 11<sup>th</sup> March 2019 at 17:30pm (Spain inland time) both inclusive.

### **Fifth. Supporting Documentation**

1. Candidates who have applied to be included in the lists of the different bodies and specialties should enclose to their completed application the following scanned documents:



- a) Photocopy of the Academic Qualification
- b) Document accrediting teaching experience of at least 12 months in public or private centres in the same teaching level they are opting.
- c) Document accrediting the knowledge of English
- d) Non-Spanish national applicants should also submit:
  - Copy of any of the qualifications indicated in the second point, section 2.1) of this call
  - Accreditation of what is indicated in the second point, section 2.d) of this call
2. In any case the candidate can be requested to justify those merits that raise any doubt or claim at any time. In this case the score obtained out of the requested supporting documents will prevail.

**Sixth. Assessment Committee**

To check and, when applicable, to assess candidates' merits, according to the scales of this call, Annex I, the relevant assessment committees will be appointed by the Spanish Education Counsellor in the UK and Ireland. These teams will consist of five members (a chairperson and four spokespersons) who will always be career civil servants of the same category or higher than the teaching bodies whose lists applicants are opting in and they will be subject to the causes of abstention and revocation in Articles 23 and 24 of the Law 40/2015, of 1 October, of the Public Sector Law.

The committees can include colleagues specialised in certain specialties and will be appointed by the Education Counsellor

**Ninth. Assigning vacancies and/or substitutions**

1. The tender and allocation of the vacancies will be done according to the order in the score the candidates appear in the list of the specific body and specialty, offering the applicants all vacancies available at the time.

## Annex III

### Permanent local teacher posts

#### CALL FOR APPLICATIONS FOR A PERMANENT TEACHING POST AT THE VICENTE CAÑADA BLANCH SPANISH SCHOOL IN LONDON, UNITED KINGDOM

In compliance with the provisions of the Resolution of the Secretary of State for Public Service, July 30, 2002, by which criteria for the selection of employees overseas are established, it is agreed to organize a selection process in accordance with the following

#### PRINCIPLES AND REGULATIONS

##### 1. General rules

1. Applications are requested from qualified teachers willing to take part in the selection process for a permanent post as **Primary Education Teacher**, who will develop and teach **English** language lessons.
1. The post's duties, remuneration and other requirements are listed in Annex I.
1. The selection process will be carried out in two stages: preliminary merit assessment of the candidates and competitive examinations, both according to points included in Annex II.
1. Once the selection process is finished, successful applicants who have proven to meet the requirements, in a number up to the maximum of vacancies announced, will have their corresponding job contract formalised.

##### 2. Eligibility requirements

1. In order to participate in the selection process, applicants must comply with the following general eligibility requirements, which must have been reached by the closing date for application submissions and maintained until formalisation of the job contract.
  1. *Age*: To be, at least, 16 years of age and not to exceed the maximum retirement age.
  1. *Qualifications*: To hold the academic degree or qualifications indicated in Annex I, or an officially recognised equivalent.
  2. *Functional Compatibility*: To possess the functional capacity to perform the job.
  3. *Clean record*: Not to have been subject to disciplinary sanction or disqualified to work in any government or constitutional or statutory bodies of the governments of the Autonomous Regions, or to be disqualified for public office jobs by court order in Spain. In the case of nationals from other countries, not to have been disqualified or subject to disciplinary sanction or equivalent, preventing the candidate access to public employment in his or her country.
  4. *Other requirements*: Candidates whose mother tongue is not English must prove that their English language proficiency is at level C2 of the European Framework of Reference for Languages of the Council of Europe. Certificates need to be issued by an internationally recognised language testing body
2. Applicants who are citizens of a non-European member state must be in possession of the necessary permit or authorization to live and work in the United Kingdom of Great Britain and Northern Ireland on the start date of the provision of services.

##### 2. Applications

- 2.1. In order to participate in this selection process, candidates must fill in the form in Annex III. Application forms are also available at Vicente Cañada Blanch Spanish School, 317 Portobello Road, W10 5SZ and at the Spanish Embassy Education Office, 20 Peel Street, London W8 7PD, as well as on the following website: [www.educacion.es/exterior/uk](http://www.educacion.es/exterior/uk).
- 2.2. Applications can be submitted at any of the above addresses within 10 calendar days after the publication of this notice. They can also be addressed to: Instituto Español Vicente Cañada Blanch, 317 Portobello Road, London W10 5SZ

Applications not submitted on or before the closing date of the notice or in a non-standard format will regretfully be excluded from the selection process.

1. Applications will be accompanied by the following documents:
  - A photocopy of the Identity Card or Passport; the applicant's CV, and supporting documentation of the merits that the applicant wishes to be considered in the preliminary merit rating stage.
  - A photocopy of the academic degree or qualification held by the applicant, as indicated in Annex I, or an officially recognised equivalent.
  - A photocopy of the Language Proficiency Certificate in English at level C2 of the Common European Framework of Reference for Languages of the Council of Europe for applicants whose native language is not English.
  - Applicants who fail to submit these documents will regretfully be excluded from the selection process.
2. Any errors in the application may be corrected ex officio or at the applicant's request at any time.

#### **4. Admission of applications**

1. After the closing date for the submission of applications, the Counsellor of Education of the Embassy of Spain will publish the list of accepted and excluded applicants in alphabetical order, indicating their ID or Passport number and stating the reasons for exclusion, where applicable. There will be a period of five working days from the day following the publication of the list for excluded applicants to appeal and make up for the defect which might have originated their exclusion or omission. This list will be published at least at the school where the job is offered. This document will also announce the place, date and time where the first part of the examinations will take place.
1. After the said five-day period, any amendments made to the previous list will be published in the same manner.

#### **5. Selection committee**

- 5.1. The committee responsible for the selection process is listed in Annex IV.
- 5.2. In accordance with article 14 of the Spanish Constitution, the committee will safeguard the strict compliance with the principle of gender equality. The committee will also be responsible for the consideration, verification and evaluation of all issues raised during the proceedings, adopting any justified decision accordingly.
- 5.3. The members of the selection committee shall abstain from intervening in the following cases:
  - Having a personal interest in any matter being dealt with, or being in a legal dispute with any of the applicants.
  - Being related by consanguinity in the fourth degree or by affinity in the second degree, as defined by Spanish law, with any of the applicants.
  - Having a relationship of close friendship or manifest enmity with any of the applicants.
  - Having coached applicants for this selection process in the last five years.

- 5.4. Applicants may be able to disqualify any members of the selection committee if any of the above circumstances occurs.
- 5.5. For communication purposes, the selection committee will be located at Vicente Cañada Blanch School, 317 Portobello road, London W10 5SZ, tel. 0044 (0) 208 9692664, e-mail [canada.blanch.uk@me.cd.es](mailto:canada.blanch.uk@me.cd.es)

## **6. Selection process**

- 6.1. The list of applicants, indicating the provisional merit points they have been awarded, will be made public at the site or sites where the examinations will be held, as well at the address cited in the previous paragraph. The applicants will have five working days to make allegations against it. Once that period is over, the selection committee will publish the final list.
- 6.2. The examinations (Stage 2) will then be announced. Applicants who do not sit the examinations will be excluded from the process.
- 6.3. A list of the applicants that have passed the examinations, including their scores, will be made public at the addresses specified in paragraph 6.1.
- 6.4. The selection committee may require proof of identity of the applicants at any time during the process. It may also propose the exclusion of any applicants who do not meet the requirements for the post, after hearing them.

## **7. After the selection process**

- 7.1. Once all the stages of the selection process have been completed, the president of the selection committee will submit the list of the candidates that have obtained the minimum required points to the competent authority. The candidates will appear in order of the total points scored. The list will be published at the school site, and at any other sites considered appropriate. The candidates who have obtained the highest scores, in a number not higher than that of the posts announced, will have eight working days to provide documentary proof of the requirements for each of the posts.
- 7.2. The number of contracts signed will not be higher than the number of vacancies announced.
- 7.3. The selected teachers will not have the right to receive any remuneration until the contracts have been signed.
- 7.4. The hired teachers will have a three-month probation period, during which they will be evaluated by the head teacher of the school.
- 7.5. If the selected candidate does not provide the required documentation within the established period of time, does not comply with the requirements, withdraws, or has an unfavourable evaluation, the post will be assigned to the next candidate in the list.
- 7.6. The contract will comply with the employment legislation of the United Kingdom.

## **8. Final rule**

This public application process, as well any administrative procedures derived from it, or from the activities of the selection committee, may be invalidated in accordance with the applicable Spanish legislation.

In Madrid 22 of May 2013

THE MINISTER FOR EDUCATION, CULTURE AND SPORTS,

P.D Orden ECD/ 465//2012, de 2 de marzo (BOE de 9 de marzo)

THE SUBSECRETARY,

Fernando Benzo Sainz

**ANNEX I**

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**VACANCIES**

Professional Status: Primary School Teacher

<i>Number of posts</i>	<i>Academic requirements</i>	<i>Duties</i>	<i>Total Gross Salary</i>	<i>Terms</i>
1	<p>Bachelor of Education degree, Higher Diploma in Education or Graduate Diploma in Education, Primary Teacher, in compliance with the Order of 13th June 1977 (BOE published on June 25), or equivalent teacher education qualification to meet the requirements stated in section 1.</p> <p>English as mother tongue or English as foreign language accreditation C2 Level of the Common European Framework of References for Languages of the Council of Europe.</p>	Planning, developing and delivering the curriculum in English.	£29,656.67 p.a.	PERMANENT

## ANNEX II

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### SELECTION PROCEDURE (*CONCURSO OPOSICIÓN PERSONAL LABORAL*)

The procedure will consist of two stages: “*Concurso*” (preliminary) to assess the candidate’s application and “*Oposición*” (secondary) for candidates to perform job-related tasks.

#### 1. **CONCURSO** (*preliminary stage*)

Only candidates with the best results in this stage will be able to continue to the next stage.

There are a maximum of 20 merit points. Please note that all the criteria upon which the primary selection will be based (level of qualifications, length of professional experience) must have been reached by the closing date of the vacancy notice.

- **Professional merits:** Experience in similar teaching posts, certifiably documented.

1.6 points per each six-month-period.

Maximum: **16** points

- **Academic merits:** Job-related courses, degrees and other useful knowledge and skills.

Maximum: **4** points.

The selection body will determine the minimum score required to pass this stage.

#### 2. **OPOSICIÓN** (*secondary stage, for candidates who have passed the preliminary stage*)

This stage consists of two parts:

- **Written summary in English** of no more than three pages about the tasks and activities of a primary school English teacher, including, at least, teaching strategies and guidelines for lesson planning in the subject (English) (max **10** points).
- **Reading and oral presentation** of the written summary. After the reading, the selection committee may ask questions regarding the applicant’s knowledge of the post, as well as other questions related to the candidate’s relevant work experience (max **10** points).

A minimum of 5 points is required in each part and the total score will be the sum of both.

In case of a tie, placing will be determined according to:

- Highest score in stage 2.
- Highest score in stage 1.
- Highest score in stage 1 Professional merits

Necessary measures will be taken for applicants with disabilities. State any disabilities when applying to provide appropriate adaptations.

**ANNEX III**

**APPLICATION FORM**

**POST: PRIMARY SCHOOL TEACHER**

**LOCATION: LONDON**

**PERSONAL DETAILS**

SURNAME.....
FIRST NAME.....
PASSPORT NUMBER.....
ADDRESS.....
.....
COUNTRY..... PLACE OF BIRTH..... NATIONALITY.....
TELEPHONE.....DATE OF BIRTH.....
DISABILITY (if applicable)
.....
Appropriate adaptation (if applicable) .....

**PROFESSIONAL DETAILS: Current job (position, length of time, company, location)**

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**ACADEMIC CREDENTIALS**

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**ENGLISH C2 CREDENTIALS (for candidates whose mother tongue is not English)**

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**PROFESSIONAL MERITS**

Identical Experience		
Position	Company	Length (months, days, years)
Similar Experience		
Position	Company	Length (months, days, years)



OTHER ACADEMIC MERITS

Diplomas
(Courses, seminars, knowledge and skills)

Place \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

INSTITUTO ESPAÑOL VICENTE CAÑADA BLANCH