



Department
for Education



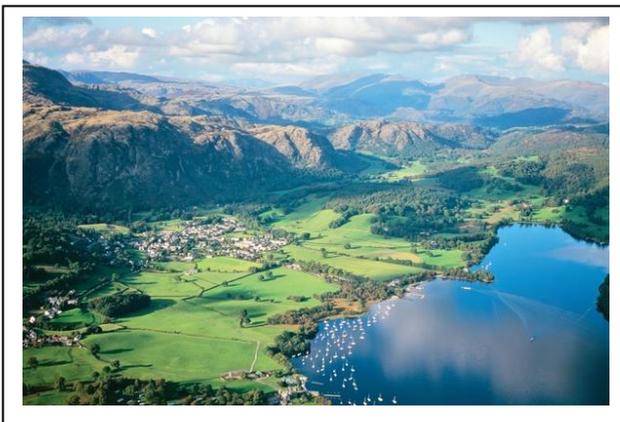
GOBIERNO
DE ESPAÑA

MINISTERIO
DE EDUCACIÓN, CULTURA
Y DEPORTE

Visiting Teachers Programme (England)

Application briefing pack for teachers

September 2018 - July 2019



Contents

1.	Introduction	3
2.	Applicant criteria	3
3.	Programme dates	4
4.	Programme stages	5
5.	Introduction to living and teaching in England	6
6.	Frequently asked questions	8
7.	Privacy notice	9

1. Introduction

This briefing pack is for Spanish teachers interested in applying to the Visiting Teachers Programme (England) who wish to be placed in English schools between September 2018 and July 2019 to teach Spanish, Spanish and French or Spanish and German languages. This includes teachers currently in the candidate pool from May 2017. The briefing pack provides information to help you understand what you can expect as a participant on this programme established by the Ministry of Education, Culture and Sport (MECD) of Spain and the Department for Education (DfE) in England.

We are delighted to be working with Spain on this programme for a second year and are excited to be welcoming Spanish teachers into our classrooms to teach modern foreign languages. The Visiting Teachers Programme (England) provides opportunities for Spanish teachers to develop their skills and experience in a high performing education system.

Visiting teachers, who secure a position in schools, will benefit from:

- Access to an in-school mentor during their first year of employment, the mentor will support teachers' professional and personal development.
- An acclimatisation package upon arrival and throughout their first year of employment, to support the transition to living and teaching in England.
- Networking within an established community of teachers on the programme, an online forum to share experiences and face-to-face professional development and networking events.

The call for Spanish teachers via the Ministry of Education, Culture and Sport of Spain will be published in November 2017.

Important information for candidates who were selected after the first stage of the interview process in 2017: For legal reasons, those candidates selected in the May 2017 interviews and who wish to be considered for a position for a 2018/19 placement must reapply their intention as part of the call to teachers 2018/19. However, they will not be expected to retake interviews and assessments in Madrid. English schools will still be able to access their details before the Madrid interviews take place for new candidates.

2. Applicant criteria for 2018/2019

Subjects to be taught in England

We invite applications from candidates qualified to teach Spanish, Spanish and French or Spanish and German languages. All languages will be taught to secondary phase age pupils:

- Spanish (Age 11-18, secondary level)
- German (Age 11-18, secondary level)
- French (Age 11-18, secondary level)

Requirements:

- Spanish nationality.

Qualifications

- Bachelor's Degree in English, Spanish, French or German studies or equivalent **with a** Master's Degree in Teaching or a Teaching Certificate of Aptitude (or equivalent as indicated in the call).

or

- Translation Studies (English/French/German) **with a** Master's Degree in Teaching or a Teaching Certificate of Aptitude (or equivalent as indicated in the call).
- B2 level English proficiency, in line with the Common European Framework of Reference for Languages
- Being of a healthy condition that allows you to teach

Other requirements upon offer of contract:

- Verified Spanish criminal background check
- Obtaining Qualified teacher status in England (QTS)

3. Programme Dates

The table below sets out key dates for candidates applying from the programme for 2018/19.

Approximate dates	Actions	Observations for candidates who took part in the 2017/18 selection process and passed the interview stage.
November 2017	Call for teachers published by the Ministry of Education, Cultura and Sport of Spain	
December 2017	Deadline for applications to be submitted.	
December 2017		Confirmation of candidates who previously passed the interview in Madrid (May 2017) as being accepted into 2018-19 candidate pool.
January 2018		List of existing candidates made available for schools to consider, invited to online and/or phone interviews and select for positions. Additional paperwork, such as video recordings, may be required for these candidates, this will be communicated in due course.
February 2018	Admission of new candidates by	

	officials in Spain and England completed.	
End of February 2018	Candidates invited to an assessment and interview event in March 2018.	Existing candidates will not be invited since they have been exempted from this part of the process.
February-March 2018	Submission of paperwork required, such as video recordings. Information will be communicated in due course.	Existing candidates will have previously submitted the required paperwork.
Mid-March 2018	Assessment and interview event in Madrid. Candidates will be assessed and interviewed by school leaders, on behalf of English schools, to determine suitability for the candidate pool 2018-19.	Existing candidates are exempt from this part of the process
End March 2018	Outcomes confirmed following the assessment and interview event in Madrid.	
Commences April 2018 and concludes July 2019	Made available for schools to consider, invited to digital interviews and select for positions. Candidates who are not offered a contract will stay in the pool with options to be contracted in the following months or during 2018-19 school year.	
August 2018	Acclimatisation residential event for those appointed and placed in positions commencing September 2018. Note: Acclimatisation support will be provided to teachers placed after September 2018, up to July 2019.	

4. Programme stages

Admission stage

- Officials from the MECD will undertake an initial admission of applications against the published criteria.
- For those who pass the initial admission, applications will be further assessed by school leaders in England. According to this initial assessment , candidates whose

profiles adapt better to demand by British schools will be shortlisted for a face-to-face assessment and interview. Candidates in the May 2017 pool are exempt from this as they have previously attended and been accepted in the candidate pool.

Assessment and interview stage

- Candidates shortlisted in the admission stage will be invited to an assessment and interview event held in Madrid.
- Assessment and interviews will be hosted by the Department for Education and undertaken by a panel of school leaders from English schools.
- Candidates will be expected to meet the cost of travelling to and from the event.
- The event will focus on assessing candidates' suitability for teaching Spanish, Spanish and French or Spanish and German languages in English schools.
- The assessment will be timed and will involve planning a lesson or marking students work. All test papers must be completed in English.
- The interview will be approximately 30-45 minutes and will seek to evaluate candidates' ability to manage a classroom, plan a lesson, mark students work, ability to deal with behavioural issues and/or act as a role model/leader to the students.
- Those who pass this stage will be accepted into the candidate pool, for schools in England to consider and appoint.

School recruitment, secondary interviews and placement stage

- Recruiting schools will access information regarding the candidate pool, identifying and shortlisting candidates for their vacancies.
- Recruiting schools are likely to request a secondary and final interview with selected candidates; this will take place digitally via Skype, phone or alternative methods.
- Candidates successful following the interview will be offered positions. Candidates will have two working days to accept or reject offers.
- Following a formal offer being accepted, schools will work with selected candidates to finalise start dates and contract arrangements.
- DfE officials and delivery providers will assist schools and candidates during this stage.

Relocation and acclimatisation stage

- Prior to a teacher commencing employment, advice will be provided on relocating to England.
- Teachers will be invited to attend an acclimatisation residential event; this event will focus on assisting teachers in settling into living and teaching in England.
- Further information on the acclimatisation programme will be communicated to candidates' who secure positions in schools.
- Teachers will meet relocation costs. The Department for Education will fund the acclimatisation package.

Paperwork required

To assist school leaders in England in identifying suitable candidates for their schools, candidates accepted into the pool will be required to supply paperwork. This paperwork will be made available to schools for consideration. Further guidance will be provided on the paperwork, including timelines. It is envisaged that the paperwork will include:

- A video recording of candidates teaching a lesson or answering a series of questions; with associated permissions.

- Evidence of Qualified Teacher Status; visit <https://www.gov.uk/guidance/qualified-teacher-status-qts> for further information.
- Employment references
- Criminal record checks

5. Introduction to living in England

Types of schools

All children in England between the ages of 5 and 16 are entitled to a free place at a state school. Most state schools have to follow the [national curriculum](#). The most common types of school are:

- community schools, controlled by the local council and not influenced by business or religious groups
- foundation schools and voluntary schools, which have more freedom to change the way they do things than community schools
- academies, run by a governing body, independent from the local council - they can follow a different curriculum (and have greater freedom on pay and conditions)
- Grammar schools run by the council, a foundation body or a trust - they select all or most of their pupils based on academic ability and there is often an entrance exam.

Further information on types of schools can be found [here](#).

The national curriculum

The national curriculum is organised into blocks of years called ‘**key stages**’. At the end of each key stage, teachers will formally assess the child’s performance. Further information can be found [here](#).

School calendar

School terms times are:

- Autumn Term (September – December)
- Spring Term (January – April)
- Summer Term (April – July)

Each term is divided into two. Christmas and Easter holidays are generally around two weeks long. There are several Bank Holidays (statutory holidays) throughout the year. You can find the school term dates for a specific school [here](#).

Teacher schedule

- Typically, pupils start the day at 8.30am and finish at 4pm. There are normally two breaks throughout the school day, morning and at lunchtime.
- Headteachers and the governing bodies clarify teachers working hours before employment is offered.
- Schools have the flexibility to determine expectations for teachers around classroom preparation time, staff meetings and parents’ evenings etc.
- Teachers will have to attend meetings with other teaching staff and undertake in-school training.
- Teachers may be required to provide counselling and guidance to students, which may involve referring students to other relevant authorities and professionals that could be of help.

- Teachers in England will regularly be working with other teaching colleagues, administrators and teaching assistants to provide every student with a quality education.

Teacher salary

Salary for teachers in maintained schools in England:

- [The School Teachers' Pay and Conditions](#) covers the pay and conditions for teachers in maintained schools in England.
- Teachers are paid on the leadership group pay range; the Main Pay Range; the Upper Pay Range; the Pay Range for Leading Practitioners or the Unqualified Teachers Pay Range.

Salary for teachers in Academies in England:

- Academies have the freedom to decide staff pay and conditions, as their freedoms enable them to be innovative in their use of resources, which includes attracting, retaining and deploying the best possible staff.

Population of England

England has a population of over 53 million people, making it the most populated nation of the United Kingdom, representing 84% of the joined total. England has the fourth biggest population in the European Union.

British values

England is part of Britain, a modern, multicultural nation and as such places great value on the equal and fair treatment of citizens, no matter what their background or personal choices. In support of this, the Government has defined four 'fundamental British values':

- democracy
- the rule of law
- individual liberty
- mutual respect for and tolerance of those with different faiths and beliefs and for those without faith

A commitment to ensuring the equality of citizens is enshrined in law in 2010's Equality Act. The act states that it is unlawful to treat someone less favourably because of their:

- age
- disability
- gender reassignment
- marriage or civil partnership
- pregnancy or maternity
- race
- religion or belief
- sex
- sexual orientation

This list is also known as the nine 'protected characteristics'. The law here applies to the treatment of adults, and to pupils within schools

Climate in England

England is famous for the lush green of its countryside. Average annual rainfall in the north is more than 1,600mm, but central and southern England receive an average of less than 800mm. The coldest months are December, January and February, when the temperature is usually between 3 and 6°C. In July and August, the temperature averages between 16 and 21°C. Rain falls throughout the year, and the weather in England can sometimes change very quickly¹.

Further information

Additional information about living and teaching in England will be provided to candidates as part of the acclimatisation support package.

The following websites may be useful for candidates to visit:

- Guidance on relocating to the UK. Developed by the [Foreign & Commonwealth Office](#)
- Moving to England. [Guidance on healthcare available through the NHS](#).
- [Visit England](#) is a tourist website containing useful information about visiting England

6. Spanish Visiting Teachers Programme (England) – Privacy Notice

This guidance explains to candidates how information they provide to us will be used for the purposes of this programme.

Summary

England is participating in the Visiting Teachers Programme to recruit teachers from Spain to teach Spanish or Spanish plus an additional language (French or German) in English schools for one year, with the option to extend for a further two years if both parties agree. The Spanish Ministry of Education, Culture and Sport will examine applications from Spanish teachers to identify those who meet the minimum required criteria established in the call. These successful applications are then sent to the DfE for further consideration. The DfE may share candidate information with delivery partners.

What information is provided by the candidate and what happens to it?

Applicants complete a form to include their personal data, a curriculum vitae and other documentation relating to their qualifications which is submitted to the Spanish Ministry of Education, Culture and Sport to identify suitable candidates. Information relating to these applicants is then passed to the Department for Education in England for the next stages of the programme. For the purposes of the UK Data Protection Act, the Department for Education then becomes the data controller for the personal data it receives as part of the programme.

Who else will see my application?

The Department for Education employs suitably qualified providers from within the UK education and commercial sector to assist in the delivery of programme stages. For the purposes of the UK Data Protection Act, these providers are considered data processors working on behalf of the Department for Education.

Personal data relating to potential interviewees will be shared with interview panels. These panels are made up of professionals from the education sector, including head teachers and representatives from multi-academy trusts. For the purposes of UK data protection law, these

¹ (Reference: <http://www.weatheronline.co.uk/reports/climate/England-and-Scotland.htm>)

panels will also be considered data processors working on behalf of the Department for Education.

Information appearing in successful applications, and any documentation or notes taken during successful interviews, will then be made available to participating schools for the purpose of considering the employment of these candidates. On receipt of this information, these schools then take responsibility for any personal data they receive as part of the programme.

How is my personal data stored?

Personal data received by the Department for Education will be securely stored in electronic format. It will only be used for assessing the suitability of applicants expressing an interest in working in England as part of the Spanish Visiting Teachers Programme.

What happens to my personal data after completion of the programme?

The Department for Education will retain applications for as long as it is needed for the programme and for its own audit purposes. Personal information will not be provided to any third parties unless it is for the purpose of the programme or the Department is required to release it under UK law. Once it is no longer needed, we will securely destroy personal data collected as part of this programme.

What if I change my mind or have any questions?

If you change your mind about taking part in the programme, or have any questions, please email spanish.vtp@education.gov.uk providing your name and application number. If you do not want to proceed with the programme, we will securely destroy your application if it has not already been shared with English schools. If we do this, you will be removed from the Spanish Visiting Teachers Programme.

If your application details have already been circulated to participating schools, you will need to inform them that you no longer want to take part in the programme if they contact you.

7. FAQs

Do I have a job if I am successful at the interview in Madrid?

No, the interview in Madrid is just one stage of the process. Candidates who are successful at the interview stage are referred to recruiting schools who will then interview candidates who they may wish to recruit via Skype and/or phone. Schools may then decide to offer a contract to the candidate or not.

I have been offered a contract by a school in England; can I have some time to think about it?

Due to schools needing to ensure that vacancies are filled and candidates ensuring that they have a job to start in September, candidates are asked to accept or decline an offer of employment within 2 working days of receiving the offer.

What is my salary going to be?

The salary is a matter between the recruiting school and candidate and it is recommended that candidates raise this matter during any interview (such as Skype) with the recruiting school. The DfE and the MECD are not involved in this matter.

What if I change my mind?

If a candidate has accepted a contract from a school then the terms and conditions of that contract will need to be adhered to. If the contract has not yet been accepted and the candidate decides that s/he does not wish to proceed, and then the candidate will need to notify the relevant school, the candidate must also notify the DfE so the candidate's details can be reinstated for other schools to consider them.

How can I find out more about the English Education System?

- Overview of school types in England. Developed by the [Department for Education](#)
- Guidance for managing staff in England. Developed by the [Department for Education](#)
- Teachers' standards. These standards set the minimum requirements for teachers' practice and conduct in England. Developed by the [Department for Education](#)
- Publications for secondary school teachers in England. This is not a complete list of content, but may act as a helpful reference point. Developed by the [Department for Education](#)
- A description of effective practice in professional development for teachers. Developed by the [Department for Education](#)

What are the working hours throughout the school year?

The terms and conditions relating to the candidates working hours is a matter between the recruiting school and candidate and it is recommended that candidates raise this matter during any interview (such as Skype) with the recruiting school. The DfE and the MECD are not involved in this matter.

What is QTS?

QTS (Qualified Teacher Status) is the accreditation awarded to teachers in England once they have completed a period of initial teacher training and passed a variety of skills tests. In order to meet the applicant requirements for this programme you will need to hold QTS equivalent qualifications.

How and when do I apply for QTS?

Once you have been advised that you have been successful at interview stage and are progressing to the next stage, you will need to apply for QTS. Please visit <https://www.gov.uk/guidance/qualified-teacher-status-qts> to find out more.

Do the DfE or schools assist teachers to find housing in the England?

Choosing your home is a personal decision. Guidance can be given but it is your choice and responsibility to find suitable and affordable accommodation for the duration of your time in England.

How much does it cost to live in England?

The cost of living varies from one part of England to another. Generally, it is more expensive to live in London, South East England and urban areas but salaries tend to be higher to account for this.

Can I drive in England with a Spanish driving licence?

Yes, you can drive in England using a Spanish driving licence. Further information can be found here.

What is the NHS and how can I access it?

The NHS is the UK's free national health service, which gives you access to doctors, dentists and hospitals. Further information can be found in the [National Health Service \(NHS\)](#) website, and if successful, you will be provided with further information on this as part of your pre-arrival pack.

Do I need a National Insurance Number?

You will need to [apply for a National Insurance \(NI\) number](#) when you arrive in the England. Your National Insurance contribution is automatically taken out of your pay by the British Government.

Will I be able to visit my home country?

Yes, you will have the freedom to visit your home country during any of the holiday or summer breaks. Any travel costs will be your responsibility.

What social events or networks are in place for meeting and communicating with other teachers on the programme?

There will be opportunities for teachers on the programme to come together at key points, such as on arrival, to meet each other and network. There will also be a community of teachers on the programme and a forum to allow you to keep in touch, share experiences and organise social events. Further information will be provided to candidates in due course and as part of the pre-arrival pack.

Do I have an option of bringing my dependants?

Yes, you are welcome to bring your dependant/s; the cost for this is your responsibility. Further guidance on locating and placing any children within English schools and educational/age range equivalencies will be provided within the candidate handbook under child admissions and employing schools. It is important to note that at present, a place within an employing school is not mandatory.

How does Britain's departure from the EU impact on my working in England?

There has been no change to the rights and status of EU nationals in England as a result of Britain's decision to leave the EU. England remains a member of the EU throughout this process and until Article 50 negotiations have concluded.

I would like to ask another question, whom do I contact?

For further information or if you have any queries please contact –

spanish.vtp@education.gov.uk.

visitantes.uk@mecd.es

**We wish you all the best in securing a placement within an
English school.**