



Please note: this is a translation of the application procedure with no legal validity please refer to the actual call available here:

<https://www.educacionfpydeportes.gob.es/servicios-al-ciudadano/catalogo/general/20/203317/reino-unido/203317-icblanch-profesores-2024.html>

CALL FOR APPLICATIONS FOR ONE PRIMARY TEACHER PERMANENT POSITION AT 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, dated February 18th, 2015, which establishes the criteria for the selection of employees overseas, it has been agreed to organise a selection process in accordance with the following:

PRINCIPLES AND REGULATIONS

1. General rules

- 1.1. Applications are requested from qualified teachers willing to take part in the selection process for **one permanent post** as **Primary Education Teacher**, who will develop lessons and teach **English** at primary levels.
- 1.2. The post duties, remuneration and other requirements are listed in Annex I.
- 1.3. The selection process will be carried out in two stages: preliminary merit assessment stage of the candidates and a second stage: competitive examinations, both according to the points system detailed in Annex II.
- 1.4. Once the selection process comes to an end, successful applicants who have proven to meet the requirements, up to the maximum of vacancies announced, will have their corresponding job contract formalised.
- 1.5. The criteria of this position will be published in full on the web pages of the Ministry of Education and Vocational Studies and its general access point www.administracion.gob.es, as well as at the Spanish Embassy in London, Consulate General of Spain in London, Consulate General of Spain in Edinburgh, Consulate General of Spain in Manchester, Office for Employment and Social Security, Office for Education, Instituto Cervantes, Economic and Commercial Office, Office of Tourism, Department of Transport, Information and Press Office, Department of Agriculture, Food and Environment, Defence Attaché Office and Instituto Español Vicente Cañada Blanch as well as on the Spanish Embassy Education Office in the United Kingdom and Ireland website.

2. Eligibility requirements



2.1 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 submissions of applications and maintained until the signing of the job contract.

- 2.1.1 *Age*: To be, at least, 16 years of age and not to exceed the maximum age for retirement.
- 2.1.2 *Qualifications*: To hold the academic degree or qualifications indicated in Annex I, or an officially recognised equivalent.
- 2.1.3 *Functional Compatibility*: To possess the functional capacity to perform the job.
- 2.1.4 *Clean record*: Not to have been subject to disciplinary sanction or disqualified to work in any governmental, 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 to access public employment in his or her home country.
- 2.1.5. *Other requirements*: Candidates whose mother tongue is not English must prove that their English language proficiency is at level C1 of the European Framework of Reference for Languages of the Council of Europe.

To accredit a level C1, corresponding to Level C1 of the Common European Framework Reference for the Languages of any language, the following degrees or certifications are the only ones which will be taken into account:

- Certificate of Level C1 or C2 of English, obtained in an Official School of Languages, or academic certification issued by the Official School of Languages, according to the equivalences established in Annex II of the Real Decree 1041/2017, of December 22nd (Official State Gazette of 23rd of December).
- Official certificate accrediting knowledge of the level of English required for the position applied for, from those detailed in the English language certificate tables of the Conference of Deans of Spanish Universities:

<http://acreditacion.crue.org/Documentos%20compartidos/Certificados%20para%20la%20acreditaci%C3%B3n%20de%20niveles%20de%20ingl%C3%A9s.pdf>

- 2.1.6 *DBS check*: Not to have been convicted by a final judgment for any crime against liberty and sexual indemnity, which includes sexual assault and abuse, sexual harassment, exhibitionism and sexual provocation, prostitution and sexual exploitation and corruption of minors, as well as human trafficking.



- 2.2. Applicants who are not citizens of the United Kingdom of Great Britain and Northern Ireland must be in possession of the necessary permit or authorization to live and work in the United Kingdom on the start date of the contract.

3. Applications

- 3.1. In order to participate in this selection process, candidates must fill in the form in Annex III which can be obtained from any of the locations stated in point 1.5.
- 3.2. Applications need to be submitted electronically through the Electronic Registry General of the General State Administration: <https://administracion.gob.es>. As according to the Royal Decree 203/2021 from the 30th of March.

Exceptionally, in the event that the application cannot be submitted electronically, applications may be submitted in paper form within 10 calendar days after the publication of this public call at the Spanish Embassy Education Office, 20 Peel Street, London W8 7PD in the way established under the current legislation. They can also be posted to the above-mentioned address.

Applications submitted by post must be registered at the post office on time and with the corresponding entry stamp on the application form (Annex III). The ordinary postmark or the postal payment ticket will not be accepted as proof of submission on time.

In the event that the application is submitted by post or in a different public registry from that of the Spanish Embassy Education Office in the UK and Ireland, it is recommended that it is also sent as an attachment by email to the address consejeria.uk@educacion.gob.es, including a scanned copy of Annex III with the corresponding entry stamp as well as identity document or passport.

In countries where documents cannot be registered at post offices, a certified posted form will be accepted. In this case, it must be sent by email to the address: consejeria.uk@educacion.gob.es, including a scanned copy of Annex III, identity card or passport and proof of having sent the certified post.

Failure to submit the application in a timely manner will lead to the exclusion of the applicant from the selection process.

- 3.3. Applications will be accompanied by the following documents:
- **A photocopy of the identity card or passport.**
 - **A photocopy of the academic degree or qualification held by the applicant, as indicated in Annex I, or an officially recognised equivalent.**
 - **The applicant's CV.**
 - **Supporting documentation of the merits that the applicant wishes to be considered in the preliminary merit rating stage.**
 - **A photocopy of the Language Proficiency Certificate in English for level C1 of the Common European Framework of Reference for Languages of the Council of Europe for applicants whose native language is not English, according to what it is stated in point 2.1.5.**



Failure to submit this documentation will result in the applicant's exclusion from the selection process with the exception of the documentation accrediting the merits that the candidate wishes to be evaluated in the first stage. In which case, the applicant may be admitted, but zero points will be awarded for the merit rating stage.

- 3.4. Any errors in the application may be corrected ex officio or at the applicant's request at any time.

4. Admission of applications

- 4.1. After the closing date for the submission of applications, the President of the selection committee will publish the list of applicants who have been accepted and excluded in alphabetical order, indicating their ID or Passport number in the way that the seventh additional provision of Organic Law 3/2018, of December 5, for the protection of personal details and guarantee of digital rights determines. The list will state 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 on the bulletin board of the school where the position is being offered and on the website of the Spanish Embassy Education Office in the United Kingdom as well as the one for Spanish School Vicente Cañada Blanch. This document will also announce the place, date and time where the first part of the examinations will take place (secondary stage of the selection process).

- 4.2. After the above-mentioned five-day period, any amendments made to the previous list, will be published in the same manner.

5. Selection committee

- 5.1. The selection committee responsible for this 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 decisions accordingly.
- 5.3. The members of the selection committee shall abstain from intervening in the following circumstances:
- Having a personal interest in any matter being dealt with, or in any other in which could influence its outcome; be an administrator of a company or interested entity or being in a legal dispute with any of the applicants.
 - Having a marital bond or assimilable factual situation, or kinship of consanguinity within the fourth degree, or affinity within the second, with any of the interested parties, with the administrators of entities or interested companies and also with the advisors, legal representatives or agents involved in the process, as well as being an office coworker or being associated with them for any kind of advice, representation or mandate.



- Having a relationship of close friendship or manifest enmity with any of the applicants.
 - Having intervened as an expert or as a witness in the selection process.
 - Have offered a service to the applicants directly on the matter, or having rendered professional services of any kind, under any circumstance and in any place over the last two years.
- 5.4. Applicants may challenge the members of the selection body when the circumstances set forth in the preceding paragraph concur.
- 5.5. For communication purposes or any other matter, the selection committee will be located at the Spanish Embassy Education Office, 20 Peel Street, London W8 7PD. E-mail: consejeria.uk@educacion.gob.es Phone: +44(0)207 727 2462.

6. Selection process

- 6.1. The selection body will publish, both in their offices and the website the lists of candidates admitted which contains the assessment of provisional merits of the preliminary stage. A score will be awarded for each merit category and the total points will be published. Applicants will have a period of five business days, following the publication of said document, to make any relevant allegations. At the end of this period, the selection body will publish the list with the final assessment of merits for the contest stage.
- 6.2. The applicants will be summoned to the exams or interviews in a single appeal, being excluded of the selection process if they do not appear.
- 6.3. After each one of the exams or interviews for this competition stage, the selection committee will publish, in the places where the exams and interviews are held as well as in the headquarters of the selection body, the list of applicants who have reached the minimum points established to pass it, indicating the score obtained.
- 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.
- 7.2. The list will be published at the school site, and in 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 business days to provide documentary proof of the requirements for the post:



- Affidavit or promise not to have been separated from the service of any public administration or be disabled from the performance of public functions, according to the model that appears as annex V.

- Medical certificate or sworn statement of not suffering from disease or physical or psychological limitations incompatible with the normal performance of corresponding tasks or functions, according to the model that appears as annex VI.

- Certificate of not having been convicted by final judgment for any crime against sexual freedom and indemnity, including sexual assault and abuse, sexual harassment, exhibitionism and sexual provocation, prostitution and exploitation sexual corruption and corruption of minors, as well as human trafficking, issued by the Central Registry of Sex Offenders.

Spanish nationals may not submit this if they allow the department responsible at the Ministry of Education and vocational studies to check this by filling in annex VII.

If the applicant is not a Spanish national, a certificate will also be provided proving the absence of convictions in their countries of origin or where they are nationals, with respect to crimes of the same nature as those mentioned, translated and legalized according to existing international conventions.

- Where appropriate, proof of right to live and work in the United Kingdom.

- 7.3. In case of non-compliance by the selected applicant of the requirements demanded in the call, lose their right to be hired as permanent work personnel, with the category of professor at the Instituto Español Vicente Cañada Blanch, and will be annulled their actions in the selection process, without prejudice to the responsibility in that may have been incurred due to falsehood in the initial application.
- 7.4. The number of contracts signed will not be higher than the number of vacancies announced.
- 7.5. In the case of jobs covered by an employment contract in which there has been applied the preference of the tiebreaker criterion for spouse or domestic partner, collected in article 60.2 of Law 2/2014, of March 25, on the Action and Foreign Service of the State, the duration of the contract will be subject to the permanence of the spouse or partner in fact at its destination abroad.
- 7.6. The selected teachers will not have the right to receive any remuneration until the contracts have been signed.
- 7.7. The hired teachers will have a three-month probation period, during which they will be evaluated by the head teacher of the school.
- 7.8. 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.



- 7.9. The candidates who, having reached the minimum qualification required to pass the selection process, they would not have obtained a place, they may be proposed for other vacancies, of identical job category, that occurred in the school of the position advertised, during the validity period of the corresponding quota, and charged to it. They must be called following the order of punctuation obtained and respecting, in their case, the tie-breaking criteria, provided that the requirements established for the hiring.
- 7.10. The contract will comply with the employment legislation of the United Kingdom as well as the with the Agreement of the General Negotiation Table of the General State Administration Spain on working conditions for personnel who provide services abroad for the service of the General Administration of the State and its Autonomous Bodies.

8. Final rule

Against this call, which puts an end to the administrative procedure, an appeal may be filed contentious-administrative within a period of two months, counted from the day following its publication, before the Contentious-Administrative Chamber of the Superior Court of Justice of its Autonomous Community or the Superior Court of Justice of Madrid, at the option of the appellant, with in accordance with the provisions of articles 10.1.i) and 14.1 second and 46 of Law 29/1998, of July 13, regulator of the Contentious-administrative Jurisdiction or, optionally and with prior character, administrative appeal for replacement within a month, from the day following its publication, before the same body that dictates it, in accordance with articles 123 and 124 of the Law 39/2015, of October 1, of the Common Administrative Procedure of the Administrations Public, meaning that, in the event of filing an appeal for reconsideration, no contentious-administrative appeal until it is expressly resolved or there has been the presumed rejection of the same.



ANNEX I
VACANCIES

Professional Status: Primary School Teacher

Location: London

<i>Number of posts</i>	<i>Academic requirements</i>	<i>Duties</i>	<i>Total Gross Salary</i>	<i>Terms</i>
1	Bachelor's degree in Primary education with English mention, bachelor's degree in Primary education with English Philology, Bachelor degree in Education, PGCE or QTS for Primary as long as the level of English C1 or C2 of the Common European Framework for language reference is accredited, in accordance with provided in the basis 2.1.5 of this public announcement.	<ul style="list-style-type: none">- Planning, preparing and delivering the lessons for the English curriculum.- Carry out all those other tasks detailed in Article 91 of the Organic Law of Education 2/2006, from May 3.	£39,763.92 p.a.	PERMANENT



ANNEX II

DESCRIPTION OF THE SELECTION PROCEDURE (PRELIMINARY ELIMINATORY STAGE AND SECONDARY STAGE) FOR A POSITION AS PERMANENT STAFF ABROAD. PROFESSIONAL CATEGORY: PRIMARY TEACHER.

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*)

This stage will be eliminatory.

Only candidates with the best results in this stage will be able to continue on 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 which are certified with the right documents: contract of employment, etc.

Maximum: **16** points

Way of awarding points: **1.6** points per each six-month-period.

Academic merits

Job-related courses, degrees and other useful knowledge and skills relevant to the position offered will be accounted for as long as they are different to the ones which are required to enter the selection process.

Maximum: **4** points.

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

2. OPOSICIÓN (*secondary stage, only for candidates who have been successful in 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 and Science teacher, including, at least, teaching strategies and guidelines for lesson planning in those areas. Time and place will be decided by the selection committee. The applicant must defend this summary and may be asked questions regarding knowledge about subject content, previous professional experience and English language proficiency.



- **Lesson delivery:** The selection committee will determine a topic for a class to be developed in English and the applicant will have twenty minutes to prepare it. Then, the applicant will defend the pedagogical approaches to this lesson and answer, where appropriate, the questions proposed by the selection body. The applicant's presentation will have a duration of 15 minutes.

Each of the tests will have a score from 0 to 10 points, a minimum of 5 points being necessary to go to the next one or, where appropriate, to overcome the last one.

The points obtained for this secondary stage (oposición) will result from the sum of the qualifications obtained in each part.

The final score for the overall selection process will be determined by the sum of the scores obtained in the preliminary and secondary stages.

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

1. Highest score in stage 2.
2. Highest score in stage 1.
3. Highest score in stage 1 Professional merits.
4. Article 60 "Employment of family members abroad", point 2, of Law 2/2014, of March 25, of the state action and service abroad.

Necessary measures will be taken for applicants with disabilities. State any disabilities when applying to make sure appropriate arrangements are implemented.



ANNEX III

APPLICATION FORM

Position applied for: Primary school teacher

Location: London

PERSONAL DETAILS

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

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

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QUALIFICATION CREDENTIALS

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WORK EXPERIENCE MERITS

Same exact position		
Position	Company	Length (months, days, years)
Similar position		
Position	Company	Length (months, days, years)

OTHER QUALIFICATIONS

Other degrees, diplomas and certificates
Courses, seminars, knowledge and skills relevant to the position offered

By signing this application, I declare that the information provided is true and that I meet the requirements established in the call.

PERSONAL DATA PROTECTION CLAUSE

In compliance with Organic Law 3/2018, of December 5, on the Protection of Personal Data and guarantee of digital rights, we inform you that your personal data will be processed by the Ministry of Education and Vocational Studies for the sole purpose of resolving the above-mentioned selective process, being able to exercise before it the rights of access, rectification, suppression, limitation and opposition. The legitimacy for the processing of your data is the compliance with legal obligations, the exercise of public powers conferred on the data controller as well as, where appropriate, the execution of a contract. We also inform you that the recipient of your data will be the Public Administration exclusively. These will not be transferred to third parties, except in the case of legal obligation, nor will they be transferred to a third country or international organization. You can consult the additional and detailed information about data protection on the website of the Ministry of Education and Vocational Studies.

Place _____ Date _____

(Signature)



MINISTERIO
DE EDUCACIÓN Y
FORMACIÓN PROFESIONAL

ANNEX IV

SELECTION COMMITTEE

MEMBERS

CHAIR: Antonio Simón Saiz, secondary school teacher and Head of the school at IEVCB.

SECRETARY: Noelia Villafañe Fraile, secondary school teacher at IEVCB.

MEMBERS:

M^a Antonia García Rolland, secondary school teacher and education advisor at the Spanish Embassy Education Office

Mario Muñoz Checa, primary school teacher at IEVCB.

Sonia Laura Limiñana Ciria, primary teacher at IEVCB.

SUBSTITUTE MEMBERS

CHAIR: María Belén Pinilla Padilla, primary school teacher and primary deputy head at IEVCB.

SECRETARY: Juan Carlos Luque de Diego, secondary school teacher at IEVCB.

MEMBERS:

José Jiménez Serrano, secondary school teacher and education advisor at the Spanish Embassy Education Office.

Cristóbal Ángel Alonso López, primary school teacher at IEVCB.

Naomi Elizabeth Leah Lister, primary school teacher at IEVCB.



ANNEX V

Mr. / Ms. / Miss:
with identity / passport number and address at,
street, number, postal code,
declares under oath or promises, for the purpose of being hired as permanent staff, according
to UK labour law, with the category of teacher, at the Spanish School Vicente Cañada Blanch:

- That, in accordance with Spanish regulations on access to public employment, I have not
been separated by means of a disciplinary file from the service of any of the Public
Administrations or the constitutional or statutory bodies of the Autonomous Communities,
nor is it in absolute or special disqualification for jobs or public positions by judicial resolution,
or to perform functions similar to those that performed in the case of labour personnel, in
which they had been separated or disabled.

- That I am not disabled or in an equivalent situation, nor have I been subjected to
disciplinary or equivalent sanction that prevents in the United Kingdom or in nationality, on
the same or similar terms, access to public employment.

Place:

Date:

Signature



ANNEX VI

Mr. / Ms. / Miss:
with identity / passport number and address at,
street, number, postal code,
declares under oath or promises, for the purpose of being hired as permanent staff, with
the category of teacher, at the Spanish School Vicente Cañada Blanch, that I do not suffer
illness or physical or psychological limitations incompatible with the normal performance of
the corresponding tasks or functions.

Place:

Date:

Signature



ANNEX VII

Mr. / Ms. / Miss:
of nationality for the purpose of being hired as permanent staff, with
the category of teacher, in the Spanish School Vicente Cañada Blanch, and address, for the
purposes of notifications, in..... ,
phone number and e-mail

For the purposes of complying with the provisions of Law 26/2015, of July 28, of modification of
the child and adolescent protection system and law 45/2015 of volunteering to work with minors,

- I AUTHORISE the corresponding human resources unit of the Ministry of Education,
Vocational Studies and Sports to consult on my behalf the Central Registry of offenders sex
and CONSENT to access the databases of the General Administration of the State, with a
guarantee of confidentiality.

Place:

Date:

Signature